

# SAN DIEGO MESA COLLEGE

## President's Cabinet

March 3, 2020 | 2:15 p.m. | MC 211 A

<b>1) CALL TO ORDER: President Pam Luster</b>	
<b>2) PRESIDENT'S REPORT</b>	
<p>a) Campus and District Updates / Coronavirus: President Pam Luster opened the meeting and stated that the Chancellor would be sending a district-wide message on the Coronavirus/COVID-19 planning update. Suzanne Khambata, FNP at Mesa College, has sent three updates to the campus on the "Circle of Prevention" information and recommendations. The Student Health Services is located in I-400, room 209 and has a "keep your hands clean" station, tissues, thermometers and hand sanitizers, as well as information on COVID-19 in multiple languages. Dean Vicki Miller stated that students can now receive free flu shots.</p>	<p>Pam Luster</p>
<b>3) STANDING REPORTS - GOVERNANCE</b>	
<p>a) Associated Students: Associated Students President, Taylor Carpenter, reported that Associated Students (AS) held their elections and have four new senators. AS distributed food yesterday at the public market, will participate at the Jumpstart event on March 21 and have a team of 8 traveling to Washington, D.C. March 14-17, 2020.</p>	<p>Taylor Carpenter, President</p>
<p>b) Classified Senate: Classified Senate President, Charlie Lieu, reported the following: CS Senate discussed the proposal for an Instructional Council and voted yes on that proposal at their last meeting; Soon-Ah Fadness, a City College instructor, attended their last meeting and discussed a mentor program; CS is working on the rollout for the classified professionals' nametag project – they are finishing the final design and then will collect names; CS will award four scholarships and will have the names of the candidates next week; CS members will participate at the next Farmer's Market on March 19 which will include the Student Equity team.</p>	<p>Charlie Lieu, President</p>
<p>c) Academic Senate: Academic Senate President, Manuel Vélez, reported the following: AS met last week and VPI Isabel O'Connor spoke at their meeting on the Instructional Council proposal – AS will continue to discuss this proposal at their March 9, 2020 meeting and vote.; Lisa Burgert and Rob Fremland spoke at their last meeting about OER and the savings it is providing to Mesa College students; Katie Palacios and Kim Lacher attended the meeting to discuss improving online courses and provided a rubric; Academic Senate elections will be held March 16-20, 2020; AS will award two scholarships of \$500 each at this year's Scholarship Awards; AS has chosen the faculty 2020 Commencement Marshalls and will inform the graduation committee of their decision via email.</p>	<p>Manuel J. Vélez, President</p>

#### 4) INSTITUTIONAL COMMITTEE REPORTS\*

a) BARC Update: Vice President of Administrative Services, Lorenze Legaspi presented a Budget and Allocation Recommendation Committee's (BARC) update. The presentation included the BARC process, items for continual improvement, and constituent considerations.

b) BARC Allocation Recommendations List: Vice President of Administrative Services, Lorenze Legaspi presented a Budget and Allocation Recommendation Committee's (BARC) update. The presentation included the BARC process, items for continual improvement, and constituent considerations.

Action Item: A motion to accept the 2020 BARC Allocation list was made by Manuel Vélez; Second: Kim Perigo. Following discussion, the motion was approved unanimously. The list will now be forwarded to President Luster for her review.

L. Legaspi  
BARC Update Presentation:  
[http://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/BARC\\_Presentation\\_3-3-20.pdf](http://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/BARC_Presentation_3-3-20.pdf)

BARC Prioritization Recommendation List:  
[http://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/Draft\\_BARC\\_Resource\\_Allocations\\_List\\_Cycle19-20.pdf](http://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/Draft_BARC_Resource_Allocations_List_Cycle19-20.pdf)

#### 5) SPECIAL REPORTS

*No special reports at this meeting.*

#### 6) OPERATIONS

a) Enrollment Report: Vice President of Instruction, Isabel O'Connor, presented the enrollment report. VPI O'Connor stated that the census is now over and Mesa College is at 5,540 of the 5,600 target, which is 98.9% of target. Late start classes are enrolling well. Dr. O'Connor stated that instruction is now reviewing sections and Mesa College's efficiency as well as why there was a headcount drop. President Luster stated that she is meeting with VPI O'Connor, VPA Legaspi and Acting Dean of IE, Bridget Herrin, to create an enrollment model for 20-21 which considers the factors of the student-centered funding formula, enrollment and efficiency.

b) Mesa Pathways: VPI O'Connor recognized Toni Parsons to give an update on the Mesa Pathways Committee (MPC): 1) The Guided Majors and Mapping workgroup presented at the meeting and is now preparing a timeline for projects as well as the status of current mapping versus future mapping. 2) The Brave Communications workgroup's proposal for two of the four MP workgroups to present at each MPC meetings was approved. 3) MPC is considering creating a Mesa Pathways email for the purpose of sending information from their meetings to the campus. 4) A mixer was held last Friday and another Mixer is scheduled for March 16, 2020. 5) A flex workshop will be offered on May 1: "Career Development in the Classroom."

I. O'Connor

I. O'Connor / T. Parsons

c) Mesa 2030: Vice President of Administrative Services, Lorenze Legaspi stated that the Mesa 2030 task force will meet following today's President's Cabinet meeting. He shared a presentation on the current status of the Comprehensive Master Plan from the February 18, 2020 Task Force meeting. The presentation included the planning process, timeline, measures of success, stats from the December 4, 2019 Sharing Session, and Spring Convocation. Upcoming are online surveys and department/program interviews to be scheduled March 17-19, 2020.

L. Legaspi, B. Herrin

Comprehensive Master Plan Update 3-3-20:  
[http://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/Mesa2030 Comprehensive Master Plan Update 3-3-20.pdf](http://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/Mesa2030%20Comprehensive%20Master%20Plan%20Update%203-3-20.pdf)

## 7) ACTION ITEMS:

March 17, 2020: Second Reading of Instruction Council Proposal

### Meetings / Campus-wide Events:

March 21, 2020, Jumpstart, 8:30 a.m. – 12:00 p.m., Welcome/Registration in Mesa Gym

April 14, 2020, **President's Cabinet Retreat**, 1 – 5:00 p.m., MC 211 A/B

### Announcements:

**Spring 2020 Pcab Meetings: 2/4, 2/18, 3/3, 3/17, 4/7, 4/21, 5/5, 5/19**

#### \*INSTITUTIONAL COMMITTEE REPORTS:

Feb. 4, 2020: BARC (L. Legaspi)

Feb. 18, 2020: No reports

March 3, 2020: BARC List – Allocation Recommendations

March 17, 2020: Safety/Facilities (L. Legaspi, M. Fay); SEA – Student Equity & Achievement Program (A. Crakes, L. Maxey, A. MacNeill, I. Jayne)

April 7, 2020: Strong Workforce Program / Committee (M. Romero); Campus Employee Learning Committee (J. Johnson)

April 21, 2020: MIT (D. Fierro); CDAIE (J. Sundayo); Honors (I. Duckles, V. Gerace, S. Plambek)

May 5, 2020: CHP (E. Engels); FHP (I. O'Connor, M. Velez)

May 19, 2020: End of Year Report approvals; Mesa Pathways Report

#### Spring Semester Institution Committee Reports:

**Strong Workforce Committee / Program** (M. Romero)

**Safety/Facilities** (M. Fay, L. Legaspi)

**SEA, Student Equity & Achievement Program** (L. Maxey, A. Crakes, A. MacNeill, I. Jayne – Basic Skills Coordinator)

**CEL** (A. MacNeill, J. Johnson)

**BARC** (L. Legaspi)

**Honors Program** (S. Plambek, V. Gerace, I. Duckles)

**CDAIE** (J. Sundayo)

**FHP** (I. O'Connor, M. Velez)

**CHP** (Ellen Engels)

**MIT Update** (D. Fierro)

### Board of Trustee Meeting Dates and Deadlines:

**March 17, 2020 – Joint Board Meeting – no dockets accepted**

March 26, 2020 (Continuing Education), Deadline for Dockets – February 28, 2020

April 9, 2020, Deadline for Dockets – March 13, 2020

May 14, 2020, Deadline for Dockets – April 17, 2020

**June 4, 2020, Board Retreat – no dockets accepted**

June 11, 2020, Deadline for Dockets – May 11, 2020