

SAN DIEGO MESA COLLEGE

President's Cabinet

September 21, 2021 | 2:15 p.m. | Zoom

1) CALL TO ORDER: Pamela T. Luster, President

2) PRESIDENT'S REPORT

a) District and Campus Updates: President Pam Luster welcomed all to the meeting and, for those new to President's Cabinet, she stated this is Mesa College's college-wide governance group and all recommendations around governance and also information sharing and community building is brought forward to this Cabinet.

District and Campus updates: At the District Office Chancellor's Cabinet meeting this morning. Dr. Luster shared that it appears we will be able to follow the lead of other colleges and give debt forgiveness for students from the HEERF funds. This would be any funds that students have owed since March 2020 and that debt will be cleared. Dr. Luster stated this is due to the work of Vice Chancellor Susan Topham and it is approximately \$4 million district-wide. Each campus will also contribute some of their institutional funds to make this debt forgiveness possible. President Luster is looking forward to communicating with students about the debt forgiveness and partner with them for their return to campus or accelerate how they are taking their courses.

Dr. Luster recognized VPI Isabel O'Connor who shared that San Diego Mesa College has been awarded a Title III, HSI STEM Grant in the amount of \$5 million for 5 years. The main goal for this grant is to increase the number of Hispanic and low-income students who enter into the STEM fields, complete transfer and succeed. Dr. O'Connor thanked all who worked on this receiving this award: Donna Budzynski, Nancy Cortez, Amanda Fusco Hernandez, Leticia Lopez, Brian Mackus, Tina Recalde and Jennifer Snyder.

President Luster shared that it is now down to the final stages legislatively on the Baccalaureate degree – AB 927 is on Governor Newsome's desk. This bill has no public opposition at this point and, if passed, this would mean that the Health Information Management program is no longer a pilot and would be a permanent part of the structure of Mesa College. It would also mean that 15 new programs statewide could be approved each year. Dr. Luster noted that our former Chancellor Constance Carroll started the California Community College Baccalaureate Association and President Luster is on that board. They are already starting to work with the field around the research pieces and trying to build an infrastructure together to support all of the programs across the state. Dr. Luster stated that Dolores Davison is on the board and they

Pamela T. Luster

are holding great conversations about faculty working with other faculty around how to adopt upper level GE courses. Faculty have learned from the initial programs how to do the curriculum approvals and also the professional development that is needed, including Student Services professionals to speak on how to support the baccalaureate cohorts.

President Luster announced Mesa College has a new coordinator for the New Faculty Institute, Blythe Barton, and there will be other opportunities for faculty to be involved as liaisons. There is also a current opening which is reassign time proposal for faculty to apply to be the accreditation coordinator. Dr. Bridget Herrin, Dean of Institutional Effectiveness, will be the Accreditation Liaison Officer. Standard accreditation teams will be created to include students, faculty, and classified professionals; training will be held from ACCJC because the accreditation process has changed – they now come out a year before the actual visit and work with the college directly on the things that Mesa identifies as self-recommendations.

President Luster added that emails will be sent about the Constance M. Carroll Humanities Institute Coordinator and also the Cultural Events Coordinator – these will both be reassign time opportunities.

3) STANDING REPORTS – GOVERNANCE

a) Associated Students (AS): Associated Students Senator, Wencit Hersh, presented the following items on behalf of President Natalia Trinh:

- 1) AS are holding their general election this week and also Club Rush for student clubs.
- 2) AS will also hold a new leaders meet and greet in October once all the positions in AS are filled.
- 3) Coming Events: Student Affairs – Coordinating Rights and Responsibilities in November; and coming soon Hunger and Relief.

Wencit Hersh, AS Senator

b) Classified Senate (CS): Classified Senate President, Eva Parrill, reported the following items:

- 1) Eva thanked the Mesa Stockroom Department – the trophy for Department of the Year was delivered yesterday in recognition of all that they have done over the last year to keep the campus running when many were working remotely. CS also gave them a pizza party while awarding the trophy.
- 2) CS held their last meeting September 9, 2021 and Dr. Bridget Herrin spoke on the student success teams and how classified professionals can get involved. At that meeting they also learned about the Restorative Justice Workshop which will have additional upcoming events.

Eva Parrill, President

c) Academic Senate (AS): Academic Senate President, John Crocitti, reported the following items:

John Crocitti, President

AS held their first meeting last Monday and discussed some format changes for procedures and they will vote on them at their next meeting. The two major changes are the use of the consent agenda, similar process to what the Board of Trustees use, and a “pro/con” in the chat box to limit the discussions, modeled on ASCCC conducts their discussions and debates on resolutions. They are considering the Senate taking on a priority in the next year or two; a survey was sent to senators and a project that was identified was developing a proctoring center; which would allow students in distance education classes to have the flexibility to come to campus when they can to take an exam and also useful for face-to-face classes such as athletes who have a match/game and they would be able to use the proctoring center. This would have to be at the consent of the instructor. They will have to research in the coming year on where it would be located, how to fund it, what is the extent of its use and incorporating the proctoring center into the Mesa2030 plan.

4) INSTITUTIONAL COMMITTEE REPORTS*

a) Planning and Institutional Effectiveness Committee (PIEC): Recommendation for Accreditation Steering Committee: Dr. Bridget Herrin, Dean of Institutional Effectiveness, presented the following recommendation from PIEC:

B. Herrin

PIEC recommends to President’s Cabinet that we create an Accreditation Steering Committee to coordinate the development of the Institutional Self-Evaluation Report (ISER) due August 1, 2023 and support the focused site visit in spring 2024. PIEC further recommends that the membership structure of the steering committee be drafted by PIEC in the coming meetings.

Dr. Herrin stated PIEC is requesting approval of this recommendation from President’s Cabinet.

Action Item: A motion was made to accept the recommendation from PIEC to create an Accreditation Steering Committee and draft its membership structure Manuel Vélez; Second by John Crocitti. Following discussion, the motion was approved unanimously.

5) SPECIAL REPORTS

No special reports at this meeting.

6) OPERATIONS

a) Student Services Updates: Ashanti Hands, Vice President of Student Services, presented the following updates:
 1) Vaccination Incentives are being offered; all students who have uploaded their vaccination information will be

A. Hands
 QLess flyer: https://www.sdmesa.edu/student-services/docs/Fall%202021%20SS%20QLess%20Graphics_updated_9_21_21_lo_res_new-links.pdf

entered into an opportunity drawing. A drawing will be held on October 1, November 1, and December 1, 2021 and 800 students will receive \$250 awards; 1 student will win a \$500 award. Students have been notified and if they uploaded their information they are automatically entered.

2) Emergency Grants are launching for students. \$8 million in HEERF funds will be administered this semester to Mesa College students. Students will be eligible for \$1,000 awards. Mesa is using the Edquity App for students to apply and now this App can be used for students to both apply and receive their funds; students should have access to their funds within 24-48 hours. Students will be notified on September 29, 2021 when the application process is opened; it will close on October 5, 2021 and students will be notified on October 6, 2021.

3) Student Services continues to streamline the student reporting and response procedures for student COVID positive cases. Dr. Hands thanked Student Health Services, Student Affairs, District Services, the executive leadership team as well as Jacqueline Collins and her team for cleaning the spaces and making sure they are safe. If you are aware of a student that has tested positive, please share that information with Suzanne Khambata. If you are aware of faculty/staff that have tested positive, be sure to notify Karen Woods in Risk Management immediately.

4) Dr. Hands reminded everyone that Student Services are here and providing limited face-to-face services Monday – Thursday, 9:00 a.m. – 3:00 p.m. They are providing a full range of services remotely Monday – Friday. They have expanded their hours using their live chat technicians; during the day and into the evening and on Saturdays, students are able to have live chat conversations through the web. Student Services will continue to promote the launch of QLess which makes it easier for students to get in line. Students can scan the QR code or go to the website and reserve their spot in line and they will be sent reminders. Student Services also surveys the students following appointments.

b) Administrative Services Updates: Lorenze Legaspi, Vice President of Administrative Services, presented the following updates:

1) COVID 19: The vaccination requirement from the Chancellor's email will be on the board agenda for this week.

2) The reopening group will meet next week; this is the Mesa College return-to-person activities group.

3) VPA Legaspi asked to please not come to work when you are sick; contact him if you are aware of anyone coming to work sick. He also asked managers and supervisors to please be flexible with their staff who need to stay home so that we can keep people safe.

4) Budget and Allocation Recommendation Committee

L. Legaspi

(BARC); VPA Legaspi stated they will continue with the resource allocation process through BARC. Trainings will be held later this semester.

5) The Safety and Facilities Committee are revamping the Campus Community Emergency Response Team (C-CERT) to make sure we are ready on campus for all emergencies.

President Luster stated it is important for employees to let Risk Management know, but also to please let your supervisors know – there are protocols and it is not the employee’s job to notify everyone. The process involves sophisticated contract tracing that occurs through the District Office; for students it occurs through Student Health Services.

c) Instructional Updates: Isabel O’Connor, Vice President of Instruction, presented the following updates:

1) Instruction has been proactive working on the Spring Semester 2022 schedule which is due October 15, 2021. They have been planning and doing analysis on criteria that was agreed upon at Deans’ Council with faculty leadership present. VPI O’Connor thanked the Chairs and Deans for working through all these details.

Chancellor Cortez sent an email last week detailing the criteria for how to build the spring 2022 schedule. All of this is what Mesa Instruction has been doing in terms of deciding what classes should be back on campus and it is a student-centered schedule. Dr. O’Connor stated there have been students this semester who are taking a few classes, then have to find a place to zoom, and then get back to an on-campus class. The criteria the Chancellor mentioned about the CBA means that contract faculty will have to follow the contract and teach 67% cap online teaching. There is a fantastic group call the “Red Zone” group led by Paula Gustin and Tina Recalde that are making sure that when we come back that the offices are ready for all to be on campus.

2) The Faculty Hiring Prioritization Committee that John Crocitti and VPI O’Connor co-chair has been meeting. They have an opportunity to hire some positions; the state budget has additional funding to hire full-time faculty and they will bring back more information to President’s Cabinet.

3) Instruction has been working on determining how to collect apportionments for the grade tutoring program. VPI O’Connor thanked Dean Andy MacNeill and Mark Manasse who have been part of a district-wide group and, due to the leadership of Vice Chancellor Topham, they are coming close to finding a way that is going to comply with regulations and help Mesa achieve that goal.

4) On Friday is the grand opening of the Fall Semester FIG – the faculty inquiry groups. An invitation has been sent to the campus; the event will be held 12:00 – 1:00

I. O’Connor

p.m. and Dr. O'Connor encouraged faculty to attend to hear about the projects.

5) A call for all who are interested in continuing the great work that Katie Palacios, Cara Smulevitz and entire DE Committee, LOFT, and Dean MacNeill have been doing to solidify the work in the professional development around distance education. A request was made for faculty across campus, five positions, to help bring the discussion outside of the LOFT into the schools.

d) Mesa Pathways: Howard Eskew, co-chair of the Mesa Pathways Committee, gave the following updates:

1) Pathways Project Grant Funding: The Mesa Pathways Grant funding has reopened for fall. The Mesa Pathways Committee will provide up to \$50,000 to fund projects related to advancing our Mesa Pathways efforts here on campus. Last year, MP awarded close to \$30,000 in funding to support STEM Peer Mentoring in Physics and Calculus, a Grading for Equity Faculty Interest Group training to support Standards-based grading in Information and Communications Technology, a Mesa Journeys Project Assistant and Credo Instruct. Details, including application details about the funding process can be found: <https://www.sdmesa.edu/mesa-pathways/pathways-projects.shtml>. *Applications are due Friday, October 15, 2021.*

2) Technology Project Group: The Mesa Pathways technology project team has just been launched and is charged with developing a project plan and timeline for integrating all of Mesa College's student support services and technologies into a seamless, efficient, and effective resource to enhance the overall student experience. Technologies such as Mesa Journeys, the redesign of our program webpages through a pathways lens, career and educational exploration using our newly developed RIASEC tool, and the integration of our program maps are all being considered. Currently, the membership of this group includes: Joel Arias, Ian Duckles, Jennifer Kearns, Charlie Lieu, and two Pathways Fellows.

3) Student Success Teams Workshops: RE: the Ian Duckles' email sent September 3, 2021, Mesa Pathways is excited to share that this fall the campus will have opportunities to learn and share ideas about Student Success Teams at one-hour workshops led by Ian Duckles, Gina Abbiate and Anthony Reuss. Each of these one-hour workshops is capped at 35 participants and is open to the entire Mesa community on a first-come/first-served basis. There will be flex credit available for participation. In addition, participants at each workshop will be entered into an opportunity drawing to receive a \$50 Amazon gift card (There will be two winners per workshop). The remaining workshops are scheduled for the following dates (all workshops will be conducted via Zoom) – if you are interested in attending, please respond to Ian's email:

Co-Shairs: Marisa Alioto, Howard Eskew

iduckles@sdccd.edu to receive an Outlook invite with the Zoom details.

Wednesday 9/29 3:00pm-4:00 (Flex# 10460)

Friday 10/8 11:00am-12:00pm (Flex# 10461)

Thursday 10/14 8:30am-9:30am (Flex# 10462)

Monday 10/18 3:00pm-4:00pm (Flex# 10463)

Wednesday 10/20 11:30am-12:30pm (Flex# 10464)

4) Call for Members for the 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

5) Next MPC Meeting: Wednesday, September 22, 2021, 12:45 – 2:15 p.m. *NOTE: MPC meetings are still being held on the second and fourth Wednesdays of the month from 12:45-2:15 p.m.*

7) ACTION ITEMS: *PIEC will create a membership structure for the Accreditation Steering Committee.*

Announcements:

Anabel Pulido: Latinx Heritage Month Events:

<https://www.sdmesa.edu/about-mesa/hsi/hsi-programs/latinx/documents/Clickable%20-%20FULL%20schedule%20update.pdf>

Latinx zoom background: <https://www.sdmesa.edu/about-mesa/office-of-communications/toolbox/>

Veronica Gerace: Event hosted by the SDCAAWCC which is a series of panel discussions helping women to advance to the next level in their career. “Navigating the Next Step – Career and Leadership Panel”, September 22, 2021, 4:00 – 5:30 p.m.

Vicki Miller: Donations are being accepted for feminine hygiene products; there is a gathering event next week on Tuesday evening for packets to be distributed to students and to help support Mesa’s community partner Fulfilling Destiny which provides these to homeless women through San Diego and other non-profit organizations.

The next Campus Community Forum is next Tuesday, September 28, 2021, 2:15 – 3:30 p.m. An email with information and zoom link will be sent to the campus.

President Luster followed the announcements by stating she has submitted her intent to retire at the end of this academic year. She stated she taught her first course as an adjunct as she finished her master’s program in her early twenties; has now been in education for four decades and realizes there are other pieces of her life she would like to fulfill. She has little people in her life that she enjoys spending time with but also has a commitment and passion for this institution. One of the reasons she is announcing this now is she wants to make sure there is cohesion and continuity of leadership so that the District can mount a search for the next president of Mesa College. Dr. Luster will remain through June 2022 and she is hoping for an in-person Commencement. A letter will be sent to the Mesa DL after the meeting today; she shared that she has enjoyed her term very much and it has been the joy of her life to be the Mesa President. She stated that this will be the end of her career as a full-time president, but she will still be working with Equity Avengers with Dr. Keith Curry at Compton College and she is very interested in continuing to support leadership to do the work from an equity lens and justice for our students in the way that we can in small ways and big ways make sure that our institutions are inclusive and that our institutions are places where we feel that we can do that work. The Olympian Spirit is very alive and well and she is still Mesa athletics number one fan and will continue to attend games.

Dr. Luster’s primary goal this year around philanthropy is going to be to endow the Resiliency Fund; the endowment needs to be in place so that it continues to provide students with emergency funds beyond the HEERF funds. Her goal is also getting everyone back to campus; the quad will open soon providing a beautiful outdoor space. President Luster stated she looks forward to a year of doing what needs to happen so that Mesa can continue the incredible progressive work that we do, unapologetically, on behalf of our students.

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>

Fall 2021 Pcab Meetings: 9/21, 10/5, 10/19, 11/2, 11/16 (Pcab Retreat), 12/7

***INSTITUTIONAL COMMITTEE REPORTS:**

9/21/21: Recommendation from PIEC

10/5/21: Institutional Effectiveness (B. Herrin); BARC (L. Legaspi); Tutoring (M. Manasse, Raine Porter)

10/19/21: CEL Campus Employee Learning Committee/Professional Learning, Equity, HSI. (J. Johnson, A. MacNeill, E. Parrill, with L. Maxey and T. Parsons)

11/2/21: PIEC-Program Review/ COA (B. Herrin, Eliza Rabinovich, Holly Jagielinski); Honors (R. Escamilla, R. Rodrigo)

11/16/21: **Pcab Retreat**, 2:15 – 4:30 p.m.

12/7/21: CDAIE (J. Sundayo); Mesa Pathways