

# SAN DIEGO MESA COLLEGE

## President's Cabinet

September 7, 2021 | 2:15 – 3:45 p.m. | Zoom

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

### 2) PRESIDENT'S REPORT

President Pam Luster welcomed all to the meeting and asked for those who have not attended President's Cabinet or have a new position to \*post in the chat their new position and organization they represent on the campus. Dr. Luster stated that President's Cabinet is the ultimate organizational body on the Mesa campus where all of the voices of the constituent and operational leaders come together and discuss the issues of the day and make sure that we are relying on all of our experts on campus in terms of their purview as a faculty, classified professional, student, or manager. As Mesa College makes good decisions on behalf of our students and our community, we should make sure that all of us are at the table and that everyone at the table is included so that all voices are heard. President Luster stated that President's Cabinet meetings are sensitive to all being civil with our language and behavior towards one another.

President Luster shared the land acknowledgement statement and read the following for the first President's Cabinet meeting of the semester:

*The San Diego Mesa College community holds great respect for the land and the original people of the area where our campus was built. Specifically, we recognize the Kumeyaay people whose ancestral homelands the Campus currently occupies. As members of the Mesa College community we acknowledge their tremendous contributions to our region and thank them for their stewardship.*

This statement is currently the working land acknowledgement statement and Dr. Luster asked the Committee on Diversity, Action, Inclusion and Equity (CDAIE) to review this and bring their suggestions to President's Cabinet that can be accepted as the formal statement.

Dr. Luster asked all to read the emails from the HR Director and from the Chancellor in terms of the updates the District Office is providing for COVID-10. We also have our own Mesa group that is working on safety on our campus. It is a tremendous amount of work for Mesa staff to track COVID-19 cases and keep everyone safe.

The First Monday on the Mesa for September is now available and has additional campus updates. This document is available on the President's Webpage at:

<https://www.sdmesa.edu/about-mesa/office-of-the-president/first-monday-mesa.shtml>

Pamela T. Luster

<p>*Chat responses from attendees:  Sandy Belew, Math Chair  Paula Hjorth-Gustin Chair of Committee of Chairs and Asst. Chair of Chemistry  Bridget Herrin, Acting Dean, Institutional Effectiveness  Olivia Picolla - Acting Supervisor, Transfer / Career / Evaluations.  Natalia Trinh, Associated Student President and SDCCD Student Trustee  Pearl Ly. New Dean for Social/Behavioral Sciences and Multicultural Studies  Toni Trejo Parsons, Acting HSI Director  John Crocitti, Academic Senate President  Paloma Vargas, Dean Math and Science  Howard Eskew, Pathways Coordinator and Business Faculty  Mona King, Vice President of Classified Senate  Eva Parrill, President of Classified Senate  Monica Romero, Associate Dean of Career Technical Education and Acting Dean of Business and Technology.</p>	
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**3) STANDING REPORTS - GOVERNANCE**

<p>a) Associated Students: Associated Students President, Natalia Trinh, reported that AS applications are due tonight and general elections will be held on September 20, 2021. AS will be working with the Mesa Library to find a way to assist with providing low-cost text books to students. Associated Students held their first meeting last week and are excited to see what new students will apply to join AS.</p>	<p>Natalia Trinh, President</p>
<p>b) Classified Senate: Classified Senate President, Eva Parrill, reported that the Classified Senate held their first meeting of the academic year on August 12, 2021. There are new senators and they spent time with welcomes and introductions and worked on their mission, vision and values and the purpose of Classified Senate. They also reviewed projects and accomplishments over the last few years and started planning the goals to complete in the next semester and beyond. Several of their members participated in the Leadership Retreat held on August 16, 2021 and the President's Governance Workshop held last week and they will review the how and the why of how we do shared governance at Mesa College. Their next meeting is September 9, 2021 and will have special presentations on the agenda: Student Success teams and Restorative Justice. If anyone has a program they would like to present at Classified Senate this academic year contact Eva Parrill.</p>	<p>Eva Parrill, President</p>
<p>c) Academic Senate: Academic Senate President, John Crocitti, reported that Senate Exec met last week and the full Senate meeting will be held Monday, September 13, 2021. At that time he will announce some new procedures in the Senate designed to expedite the business and possibly shorten some meetings. It will include a roundtable to set priorities for the work in the coming year and he will also circulate a survey to assess the priorities.</p>	<p>John Crocitti, President</p>

#### 4) INSTITUTIONAL COMMITTEE REPORTS\*

No reports at this meeting.

#### 5) SPECIAL REPORTS

a) SDCCD Employee COVID-19 Prevention Plan – Protocols: Lorenze Legaspi, Vice President of Administrative Services, presented the SDCCD Employee COVID protocols. VPA Legaspi stated the first protocol is to notify your supervisor as the first contact if you have tested positive with COVID-19. The supervisor must contact Karen Woods at the District Risk Management Department and she contacts the employee to get information on the contact tracing; especially for information on if and when they were on campus and where they were on campus and what person(s) they came in contact with and the duration of that contact(s). From this information, Karen Woods will identify who, if anyone, was in close contact and Risk Management will notify those individuals. Risk Management is updating their guidelines for specifics and these will be added to the Mesa College ‘Frequently Asked Questions’ as soon as they are published. Cases on the Mesa campus will secure individual rights and will not be communicated broadly on the specifics of the individual(s) but it is important for people to know of positive cases and inform their supervisors so that these steps are followed. If we have not been contacted by Risk Management, then there is no concern for us in terms of close proximity as outlined by the County and State guidelines. VPA Legaspi stated to please call him, Jacqueline Collins or Matt Faye if you have any specific questions including staff exposure to COVID-19 off campus.

b) SDCCD Student COVID protocols: Ashanti Hands, Vice President of Student Services, presented on the SDCCD Student COVID Protocols. Dr. Hands stated for students who have tested positive for COVID-19, there are a variety of ways that Student Services can be notified, such as from a faculty member or notifications from the County. The main point of contact is Suzanne Khambata in the Mesa College Student Health Services. She will then conduct some contact tracing and will check if they have on-campus classes or used any on-campus services and how long the contact exposure was with the person testing positive. Suzanne will work very closely with any students that test positive and will make sure they are aware of what they need to do for quarantine, talk to them about different symptoms and will inform them when it is safe to return to campus. Suzanne also works with Dean of Student Affairs, Vicki Miller, and they pull together a packet of information that identifies the student, the classes they are enrolled or any activities, and then identify all of the students that need to be contacted. VPSS Hands sends this packet to President Luster, who notifies the SDCCD Chancellor, to

L. Legaspi  
SDCCD COVID-19 Prevention Plan:  
<https://www.sdccd.edu/docs/District/employee/COVID.SDCCD.Prevention.Plan.pdf>

FAQs posted on the Mesa College website at  
<https://www.sdmesa.edu/covid19/>.

A. Hands

VPI Isabel O'Connor who works closely with her team, to VPA Legaspi who works closely with facilities to sterilize and clean the area(s), to PIO Jennifer Kearns in the event any public notification needs to be made, and also include Karen Woods/Risk Management so that faculty/coaches or others involved will also be notified and they receive a "vaccination roster" so they know who should or should not be returning to class. They work very closely with the District who will send a letter to students informing them they have been in close contact (they do not identify the individual) and inform them what to do in terms of if they are vaccinated or unvaccinated. Once the letters are sent to students, Student Health Services will conduct a follow-up to the students to answer their questions and concerns.

President Luster called on Jacqueline Collins, College Events and Operations Administrator, to speak on the process for the cleaning of the spaces on campus. Jacqueline stated each night facility services cleans every single area that is a common space. In the Math + Science building, there are multiple study rooms and each of these rooms and the tables/chairs are sterilized each night. All buildings that have tables and sofas in common areas are sterilized with COVID-19 killing cleaning solutions. Other areas on campus, such as the weight room in Exercise Science, in addition to the wipe-downs, are sprayed with a fogger to make sure no surfaces are missed. When they are notified of a COVID-positive case, that room is specifically deep-cleaned – every single area in that space is deep-cleaned.

A question was asked on the data for the first two weeks on the number of students and instructors that have tested positive and have been quarantined and how many face-to-face sections were impacted. Dr. Luster stated that this being tracked for instruction by VPI O'Connor who replied in the chat section of the Zoom meeting that as of August 19, 2021 Mesa had "12 sections, 15 student positive cases, and some athletic teams" and "about 4,000 students are taking face-to-face or hybrid classes at Mesa". VPA Legaspi followed that to his knowledge there have been about 3 cases for employees on campus. Dean Leslie Shimazaki requested if a job aid / FAQ document could be created with this information. Dr. Luster replied that we could create a single document where information is pulled from different sources so that pertinent information is available in one document.

c) Mesa2030 Roadmap to Success: Dr. Bridget Herrin, Acting Dean of Institutional Effectiveness, presented Mesa2030: Campus Voices Implementing the Roadmap. The presentation include the Mesa2030 goals, Shaping our Work, Connection and Alignment, Equity

B. Herrin

Mesa2030: Campus Voices Implementing the Roadmap Presentation:  
<https://www.sdmesa.edu/about-mesa/office-of-the->

Everywhere, Curriculum and Outcomes, Facilities, Humanizing and Comprehensive Approach, and next steps.

Following the presentation, President Luster stated that the Community College Facilities Coalition award San Diego Mesa College a statewide design award for the Mesa2030 plan; we are excited to accept that and Dr. Herrin with Gensler will accept the award. Congratulations to all that work on that strategic plan and particular to Lorenze and Bridget for leading that project.

[president/presentation-documents/Mesa2030 Campus Voices implementing the Roadmap%209-7-21.pdf](https://www.sdmesa.edu/about-mesa/institutional-effectiveness/educational-master-plan/documents/Mesa2030-Campus%20Voices%20implementing%20the%20Roadmap%209-7-21.pdf)

Roadmap to Mesa2030 Document:  
<https://www.sdmesa.edu/about-mesa/institutional-effectiveness/educational-master-plan/documents/Mesa2030-Roadmap.pdf>

Mesa2030, Mesa2030 goals, Mesa2030 Facilities Planning Principles, and the Board Presentation Website:  
<https://sites.google.com/view/mesa2030/mesa2030?authuser=0>

## 6) OPERATIONS

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

1) Call to Action report: please review this year-end report from Student Services. She hopes it will inspire all to start where you are and doing what you can to remove barriers for specific student populations. Last year Student Services focused on black students; each of their departments either identified a new program or new way of serving and supporting our students or identified at least one barrier that could be removed. This was an incredible journey over the past year where they were able to go deep and be intentional about how it is we serve our students. The report highlights programs like extended opportunities programs and services were able to serve over additional 77 black students in their program on top of what they already were serving. Through their intentional outreach effort they were able to do that. Student Health Services create partnerships in the community where Mesa would pay for our students to be able to see black therapists/counselors in the community to help them connect and help address their mental health needs and concerns. Some departments created entire diversity, equity and inclusion plans that would outline their steps – one being Career Services. Every department did something and they were intentional about their efforts and it yielding some great results. Also, conversations were held on what we needed to do differently to bring us closer. They are hoping this will be a mindset on how Mesa will serve all of the students, especially those that are disproportionately impacted. Dr. Hands applauded all of their services, programs, departments and individuals for accepting the challenge and creating great work.

2) Student Services are here for our students; fliers have been distributed on the ways students can connect with services. Student Services departments are providing their full range of services remotely so a student does not have to come to campus. They have standard hours

A. Hands

Link to the Call to Action Report:  
<https://www.sdmesa.edu/student-services/reports/SS%202021%20Call%20to%20Action%20REDUCED%20FILE.pdf>

from 8:00 a.m. – 7:00 p.m., Mondays and Tuesdays;  
8:00 a.m. – 6:00 p.m., Wednesdays and Thursdays;  
8:00 a.m. – 3:00 p.m. on Fridays.

3) Student Services also has telephone services, and virtual bots on Student Services webpages and a bot will pop up from “Olympia” and students can type in questions and get responses. Also available is a live chat where students can live chat with someone and the transcripts of that conversation are saved and the student can retain that information.

4) On August 16, 2021, Student Services started providing in-person front desk services which allows students to come into the building and ask questions.

5) Student Services created an easier way to students to get in line; from 9:00 a.m. – 3:00 p.m., Monday – Thursday, students can get in line remotely by a program called Q Less; 7 of their departments are participating; students can scan the QR, send a text or go online for this service and a feature was added for a student survey to ask the students about their experience. These services may be found at:

<https://www.sdmesa.edu/student-services/>

6) Student Services will be distributing funds again; they will launch three campaigns with their partnership with Edquity with the first being held in September, then October and November. This will get cash to students who will have access to those funds within 24-48 hours.

7) If students are vaccinated, they can enter an opportunity drawing. There will be rounds of drawings, the first will begin in October and again in November and December. Students will have an opportunity to win \$250 cash awards and up to one \$500 award. VPSS Hands will send the information to the campus so that all can encourage their students to apply.

b) Administrative Services Updates: Vice President of Administrative Services, Lorenze Legaspi, presented updates which included the 2021 Higher Education Emergency Relief Fund (HEERF) with allocated funds and Campus COVID Safety Updates. VPA Legaspi added in planning for HEERF III funds in the next year, we should look at the allowable and prohibited expenses and to contact Lorenze if you have any questions. Also, campus COVID testing sites on campus have been established for employees and students who are not vaccinated to be tested weekly. This testing site can also be used for those who are vaccinated and want to be tested; an ID and insurance card are required. For those who are vaccinated the protocols are different from those who are not vaccinated. VPA Legaspi reminded everyone to upload their vaccination confirmation or their exception. Please continue to read emails from Vice Chancellor Smith about the phased-in return to onsite activity, specifically the up to two days a week return to campus which is indefinite until we know the number of COVID cases in the County while we continue contact tracing protocols.

L. Legaspi

Administrative Services Update:

[https://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/Administrative\\_Services\\_Presentation\\_9-7-21.pdf](https://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/Administrative_Services_Presentation_9-7-21.pdf)

c) Instructional Updates: Vice President of Instruction, Isabel O'Connor, stated how thankful and proud she is of the work done from faculty, classified professionals, and administrators in instruction. Faculty have done an amazing job adapting to the circumstances and ensuring that they have every resource possible for students to succeed. She gave thanks to the Office of Communications and Jennifer Kearns who has been working with the Deans and faculty leadership in Deans' Council to create a plan to promote 12-week and 8-week classes and how to outreach to students who either left us or never came. One of the goals for instruction this year is to re-connect with students. RE: spring 2022 planning – it is hard to determine what that schedule will look like. In the spring Deans and Chairs and the VPI worked to plan the best they could, given the information they had at the time. The result was not perfect and no one could predict the surge we are now in, but the process was valuable as well as the collaborative work. As they faced the uncertainty of what spring 2022 will look like, they have agreed in Deans' Council and faculty leadership, including John and Paula who works with them each week, to use the same phased-in approach which was a spread sheet that had criteria which identified where they would like to see some of their courses based on student success and monitoring equity gaps that have increased with online learning. At next week's Deans' Council, they will look at where they would like to go in the spring, using the guidelines from the District and making sure that they also consult with Dr. Luster with the proposed schedule. VPI O'Connor thanked Donna Budzynski in Chemistry; stating she is brilliant in enrollment management and always has a spreadsheet and process already in place.

Dr. O'Connor stated they have put out a call through the LOFT for more faculty inquiry groups; they have a fantastic list of equity-centered topics and cross-discipline group of faculty. They also have equity-focused assignments, thank you to Dr. Veronica Gerace, Dr. Edeama Onwuchekwa, and Dr. Judy Sundayo for organizing this; there is a very healthy cadre of faculty that are interested in pursuing this during the year and Dr. O'Connor is excited to support and fund these programs.

Dr. O'Connor thanked The LOFT, and Dean Andy MacNeill, Katie Palacios and Cara Smulevitz; they met to finalize the continuation of their fantastic program to encourage and develop online teaching, teaching pedagogy and improvement in general. They have a proposal that looks to provide opportunities, not just centralized in the LOFT with a single coordinator, but shift some of that into the schools. There are a number of DE faculty on the campus who are very experienced and equity-centered and have a lot to teach the rest of us and they will be identified throughout the campus to

I. O'Connor

help advance the work and also to continue to learn all the lessons that the pandemic has taught us. Dr. O'Connor thanked all who worked so hard in the planning of the spring and continue for fall 2021.

d) Mesa Pathways: Dr. O'Connor stated that this semester Mesa Pathways has co-coordinators Marisa Alito and Howard Eskew. Marisa Alito gave a Mesa Pathways update and shared that Pathways is back and is looking forward to a productive semester. Pathway meetings are still held on the second and fourth Wednesdays of the month from 12:45-2:15 p.m. and they are looking forward to the second meeting of the semester tomorrow.

Over the summer, Mesa Pathways funded excellent opportunities to learn, grow, and advance our equity and excellence work. In July, over 30 faculty participated in the Curriculum Equity & Excellent Review (CEER) workshop led by Chris Sullivan and Janue Johnson. Participants examined the terms: equity and excellence and how this shapes curriculum. The group explored data through an equity lens and worked to develop impactful teaching strategies. Look for future opportunities to engage in a CEER workshop.

In August, 35 participants met for a two-day CPL 101 workshop. CPL, or Credit for Prior Learning, supports students' journeys and benefits them through the equitable means of acknowledging and honoring prior knowledge, training, and experience. Candace Rose and Benjamin Mudgett from Palomar College shared their journey of CPL. Dean Shelly Hess and Curriculum Committee Chair Andrew Hoffman explained the CPL and Curriculum processes. Marisa thanked Toni Parsons for her role in coordinating this workshop.

Ian Duckles, Gina Abbiate, and Trina Larson spent the summer researching frameworks for Student Success Teams and how these frameworks may inform those to be developed at Mesa. A student success team is a group of faculty, classified professionals, and administrators who proactively reach out to students to ensure that they have the resources they need to succeed at their educational goals at Mesa.

Per Ian Duckles' email sent on September 3, 2021, they are 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; Marisa stated everyone's participation is key and there will be flex credit available for participation. In addition, participants at each

Chairs: Marisa Alioto, Howard Eskew

workshop will be entered into an opportunity drawing to receive a \$50 Amazon gift card (There will be two winners per workshop). They have workshops scheduled for the following dates (all workshops will be conducted via Zoom):

Monday 9/13 11:30am-12:30pm (Flex# 10458)

Tuesday 9/21 1:30pm-2:30pm (Flex# 10459)

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)

For all who are interested in attending, please respond to Ian's email: [idualcles@sdccd.edu](mailto:idualcles@sdccd.edu) and he will send you an Outlook invite with the Zoom details.

For anyone interested in becoming involved in a Pathways workgroup or project team, please reach out to [MesaPathways@sdccd.edu](mailto:MesaPathways@sdccd.edu)

## 7) ACTION ITEMS: Land Acknowledgement Statement - CDAIE

### Announcements:

Pam Luster announced the next Campus Community Forum is next Tuesday, September 14, 2021, an email with information will be sent to the campus.

Additional Fall 2021 Semester Campus Community Forum Dates (held 2:15 – 3:30 p.m.):

9/28/21

10/12/21

10/26/21

11/9/21

12/14/21

Vicki Miller: Associated Students applications are due this evening at 11:50 p.m.; they have had a good amount of students apply to serve on AS.

Student Services online and in person services:

<https://www.sdmesa.edu/student-services/>

Student Services Call to Action Year End Report:

<https://www.sdmesa.edu/student-services/reports/SS%202020-21%20Call%20to%20Action%20REDUCED%20FILE.pdf>

Katie Palacios: Save-the-date for the Big FIG shindig which will be on Sept. 24, 2021, 12:00 p.m. All are welcome. Keep an eye out for the zoom invite. Looking forward to MOST = Mesa's Online Success Team. More information and that Call for Applications going out soon.