

# SAN DIEGO MESA COLLEGE

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## President's Cabinet

December 15, 2015 | 2:15 p.m. | A-104 Conference Room

<p>Welcome Announcements</p>	<p><b>President's Cabinet Attendees:</b> Rachelle Agatha, VPA Absent: Ginger Davis, VP, Classified Senate Rob Fremland, President, Academic Senate Erika Higginbotham, Vice President, Academic Senate Madeleine Hinkes, Instructional Deans' Council Rep. Angela Liewen, President, Classified Senate Pam Luster, College President Igor Burgos Maron, President, ASG Larry Maxey, SS Dean Representative Tim McGrath, VPI Absent: William Newell, VP, ASG Tina Recalde, Academic Affairs Representative VPSS, Representative: Ashanti Hands Excused absence: Kim Perigo, Chair of Chairs</p>
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### **PRESIDENT'S UPDATES**

1) District Updates: President Pam Luster shared that the President's Cabinet agenda will be redesigned to include regular interval report-outs from the major Mesa College committees. The agenda will also reflect how we capture our work in relation to our college-wide goals. She will work with constituent leaders to schedule these committee reports at President's Cabinet in the spring semester.

2) Major Events for Consent Agenda Approval:

- \*Spring 2015 Welcome Week – Welcome Booths, Jan. 25-26, 2016, 8a-5p, Mesa Promenade / Plaza
- \*Spring 2015 Welcome Week, Mini Club Rush, Jan. 27-28, 2016, 8a-5p, Mesa Promenade / Plaza
- \*Mesa Art Gallery Artist Lecture, Feb. 11, 2016, 6:30p, G-101
- \*Mesa Art Gallery Panel Discussion, March 17, 2016, 6:30 p.m., G-101

Additional major event not sent for advanced review:

\*Equity on the Mesa, Jan. 13, 2016, 9a-4p, G-101 and H117-118 – Larry Maxey shared that this is a workshop for Classified, Supervisors, and Hourly Staff (including student workers.) Two sessions will be offered for staff to choose from: 9a – 12:30 P.M. and 12:30 – 4 p.m. (lunch included for both sessions.) President Luster will send an email this week which will include a link to the registration.

Action Item: Motion to accept the submitted major event forms. Motion: Rob Fremland; Second: Madeleine Hinkes. After discussion, the events were approved unanimously.

### **COLLEGE-WIDE PLANNING**

1) Program Review (Hinkes): Dean of Institutional Effectiveness, Madeleine Hinkes, reminded everyone that the deadline to submit Program Reviews to liaisons/managers is December 21. She stated you must submit separately to both your liaison and your manager. President Luster added that a survey on the Communication Outcomes Assessment for the President's Office was sent this week and asked that all participate. President Luster also shared that notes from the President's Cabinet retreat will be compiled and then forwarded to the accreditation tri-chairs, Danene Brown, Chris Sullivan and Trina Larson for review. This document will be submitted to a spring 2016 President's Cabinet meeting.

## **INSTRUCTION | VPI, Tim McGrath**

1) Spring Enrollment: Vice President of Instruction, Tim McGrath, reported that there is no official report of Spring 2016 enrollment as of today. Tim shared that Biology, Chemistry and Physical Sciences classes are full or near full. Out of 2700 classes, 900 are now closed. Tim also shared that we will hold an intercession semester next year and that he is in discussion with the Deans on a PACE course – accelerated college education – for Business, to be held Friday and Saturdays as well as online. President Luster shared that the District Office had two enrollment management studies which identified courses which are often on wait lists and basic availability of courses.

## **STUDENT SERVICES | Acting VPSS, Ashanti Hands**

1) Saturday on the Mesa: Jumpstart Your Success”, Saturday, February 27, 2016, 9 a.m. – 2 p.m. Dean of Student Affairs, Ashanti Hands, shared that this event is to target the community and perspective students to highlight our campus with interactive activities. This is a recruiting event and Deans, Supervisors and other leaders were sent an email asking for services/events to be offered from each area. Deadline is February 5 to submit your activity/event to Ashanti. The event will end with a lunch and will also include an Information Fair.

2) Title IX Training (Hands): Ashanti shared that there will be upcoming opportunities for training on the new laws pertaining to Title IX. These trainings will be one-hour sessions online; flex numbers will be assigned for these trainings – all will receive an email notification on date/time.

3) Online Submissions: Faculty (Removal from Class) and Incident Report Forms (Hands): Ashanti shared that the faculty removal and incident report forms will now be online submissions (pilot phase). When these forms are completed, a submit will forward the document to Ashanti. It was requested that these forms be sent to Classified Senate representatives for review during the pilot phase. The online submissions for these forms will go live in the spring and all will be notified by email.

## **ADMINISTRATIVE SERVICES | VPA, Rachelle Agatha**

No Report.

## **PARTICIPATORY GOVERNANCE REPORTS:**

### **ACADEMIC SENATE | Rob Fremland**

Academic Senate President, Rob Fremland, shared there were no new discussions; representatives from AS met with Chancellor Carroll about diversity training for faculty.

### **CLASSIFIED SENATE | Angela Liewen**

Classified Senate President, Angela Liewen, stated that the Children’s Center Bazaar is tomorrow from 2-6 p.m.

### **ASSOCIATED STUDENTS GOVERNANCE | Igor Burgos Maron**

ASG President, Igor Burgos Maron, shared that ASG representatives attended the regional meeting last Friday held at Imperial Valley.

## **FUTURE PRESIDENT’S CABINET TOPICS**

No new topics.

## **CALENDAR**

President’s Spring Forum, Thursday, January 21, 2016, 1-4:30 p.m., G-101

## **ANNOUNCEMENTS**

Ashanti Hands: 1) Martin Luther King, Jr. Parade is Saturday, January 17, 2016. T-shirts will be distributed to participants. A group will be working over the break to assemble the float, 2) Applications can now be submitted online for the Student Commencement speaker, 3) the 2016 opportunity to apply for Scholarships is open now through Feb. 29, 2016.

President’s Cabinet member, Kim Perigo: father passed away.

Lina Heil: now accepting nominations for the Distinguished Alumni – deadline will be the beginning of February 2016.

Janna Braun: Asked for a discussion in spring about the company, Signal Campus, who would like to install and maintain news racks for the Mesa Press. Pam stated this should be referred to the Facilities Committee.

## **ROUNDTABLE**

Also in attendance: Charlotta Robertson, Saied Eidgahy, David Fierro, Carol Rohe, Nancy Wichmann, Margie Fritch, Lina Heil, Janna Braun