

# SAN DIEGO MESA COLLEGE

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## President's Cabinet

September 1, 2015 | 2:15 p.m. | A-104 Conference Room

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

1) District Updates: President Pam Luster shared a college update on hiring. Mesa College has funded a classified staff position on the CHP list – an Instructional Lab Tech.

2) **Consent Agenda Approval:** (Sent via email on 8-28-15 for review):

- \*Physical Science Lecture Speaker Series, beginning 9-15-15, 7-9p, G-101
- \*National Hispanic Heritage Month event, Sept. 15 (10a-Noon), Sept. 16 (5-8p), M+S Quad
- \*Financial Aid Student Information Fair, Sept. 23-24, 2015, 11a – 1:30 p.m., SS Quad
- \*Mesa College Design Center Open House and Tour, Oct. 7, 5:30 – 8 p.m., Z101-102
- \*Sustainability Week, Oct. 20-23, 8:30 a.m. – 6 p.m., Various locations on campus
- \*1<sup>st</sup> Annual Math and Science Open House, Oct. 24, 10 a.m. – 2 pm., M+S Building

Additional Major Event submitted 9-1-15:

- \* Club Rush fall 2015, September 15-17, 2015, 11a-1p, Promenade

Action Item: Motion to approve the major events by consent agenda: Motion: Rob Fremland;  
Second: Angela Liewen. After discussion, the events were approved unanimously.

3) Reflection Room (Judy Sundayo): Judy Sundayo from the Diversity Committee discussed a need to create a space where students can reflect/pray. President Luster asked that this request can be vetted across the campus and then brought back for further discussion at the next President's Cabinet meeting on 9-15-15.

3) 2015-16 Faculty Hiring (Luster): President Luster shared the faculty hiring cycle for 2015-16 and noted that this list could change if additional retirements are received. This document can be found on the President's webpage located at: <http://www.sdmesa.edu/about-mesa/presidents-page/documents/>

### COLLEGE-WIDE PLANNING

1) Campus Employee Development Strategic Plan 2015-2016 (Romero/MacNeill): Monica Romero, Program Activity Manager for Title V / HSI Grant, and Andy MacNeill, Dean of Humanities, presented the

“Campus Employee Development Strategic Plan 2015-2016”. Andy shared that this plan documents the history of professional development at Mesa College and the work of the CED Task Force. This document can be found on the President’s webpage located at: <http://www.sdmesa.edu/about-mesa/presidents-page/documents/>

2) Staff Development Committee Recommendation (Romero): Monica Romero shared the recommendations of the CED Task Force, which are:

- Establish a home for professional development,
- Establish an institutional reporting and budget structure for professional development,
- Establish a content plan for cohesive professional development.

The group organization template for development of the Campus Employee Development Committee can be found on the President’s webpage as “Final CED Plan” located at: <http://www.sdmesa.edu/about-mesa/presidents-page/documents/>

3) Accreditation Updates (Barnes): Julie Barnes, Vice President of Student Services, presented a PowerPoint on the timeline and focus for the 2017 Accreditation. An online feedback system will be launched in September; this fall semester feedback will be added to the spring 2016 draft. The accreditation document will be submitted to a fall 2016 Board of Trustees meeting. President Luster added that the group needs to review this document at the fall Pcab Retreat to determine if we have met the recommendations and standards.

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

1) Enrollment Update: Tim McGrath, Vice President of Instruction, gave the enrollment report for September 2015 – sharing that Mesa is offering 71 more sections year compared to fall 2014. This document can be found on the President’s webpage located at: <http://www.sdmesa.edu/about-mesa/presidents-page/documents/>

#### **STUDENT SERVICES | VPSS, Julie Barnes**

1) SSSP / Equity Timelines (Topham/Maxey): Susan Topham, Dean of Student Development, and Larry Maxey, Dean of Student Success and Equity, presented planning and timelines. Susan shared the SSSP Plan and Timeline for 2015-2016 which designates a presentation and approval to President’s Cabinet on October 6, 2015 before final submission by October 30, 2015 to CCCCCO. Dean Maxey shared the 2015 Student Equity Planning and Report Timeline. This report is due to be presented at President’s Cabinet on October 20 and board approval on November 12, 2015 before submission to CCCCCO by November 23, 2015. These documents can be found on the President’s webpage located at: <http://www.sdmesa.edu/about-mesa/presidents-page/documents/>

2) Student Services fall 2015 Hires: VPSS Julie Barnes presented the Student Services/SSSP/Equity Search Processes August 2015. There have been seven recent hires with 19 currently in the hiring queue. Of these, some are replacement positions and some are new positions. A hiring update will be presented at the next meeting on 9-15-15.

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

1) Mesa Information Technology Committee Governance Recommendations (Agatha): Rachelle Agatha, Vice President of Administrative Services, presented a recommendation for a MIT Committee. This proposed committee should be brought to the constituents of President’s Cabinet for review and will be placed on a future PCab agenda.

2) New Process for Major Events (Agatha): VPA Agatha shared the new online process for major event requests which includes a fillable online pdf form and directions for completing the document before it is submitted to Taj Krumholz. After approval, the event is assigned an event number and uploaded to the Mesa web calendar.

## **PARTICIPATORY GOVERNANCE REPORTS:**

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

AS President Rob Fremland stated that the AS first general meeting will be held on September 14, 2015.

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

CS President Angela Liewen stated that their first meeting will be held on September 18, 2015. Angela requests that all those looking for classified staff committee appointments to contact Ginger Davis.

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

ASG President Igor Maron shared that their first two weeks have been busy with two events: a book swap and Open House. Their first meeting is tomorrow and in-house elections for senators will be held next week. In addition, ASG funding requests from departments is due by Sept. 25, 2015.

## **FUTURE PRESIDENT'S CABINET TOPICS**

- 1) Reflection Space Proposal (Judy Sundayo)
- 2) Update – Student Services fall 2015 hiring

## **CALENDAR**

Chancellor's Forum, September 21, 2015, 2:30 – 3:30 p.m., G-101

BOT Campus Meeting at SD Mesa College: October 8, 2015, Design Center – Z101, 102, 103

Homecoming: October 24, 2015

## **ANNOUNCEMENTS**

### **ROUNDTABLE**

A flyer on MET school supplies was distributed – new item donations can be dropped off to the Student Affairs office, I4-408, between August 19 – September 9, 2015.

Fall 2015 Club Rush will be held September 15-17, 2015, 11 a.m. – 1 p.m., Mesa Promenade.

Student Rights and Responsibility posters were distributed.

*\*Names of non-voting Mesa College/District staff and Visitors to President's Cabinet (from attendance registration): Dave Evans, Carol Sampaga, Madeleine Hinkes, Suzanne Khambata, Charlotta Robertson, Carol Rohe, Nancy Wichmann, Monica Romero, Saeid Eidgahy, Anne Zacovic, Ashanti Hands, Susan Topham, Charlie Zappia, Lina Heil, Andy MacNeill, Sara Leonard*