

SAN DIEGO MESA COLLEGE

President's Cabinet

April 7, 2020 | 2:15 p.m. | Zoom

1) CALL TO ORDER: President Pam Luster

2) PRESIDENT'S REPORT

Campus and District Updates: President Pam Luster welcomed the attendees and thanked everyone for their flexibility and ability to move forward with both the college community and home life as well.

The Chancellor's Cabinet continues to meet every Tuesday morning via Zoom and today welcomed the new Interim Vice Chancellor, Student Services, Ramon L. Knox. Catrina Hixon has been serving in that role. The discussions have been on items that are mission critical but also looking at what happens after this remote status is over.

At the Cabinet level, an update was received from the State Assembly that they do not have a lot of procedures in place to do remote voting and have sub-committee meetings. The letter from the Assembly refers to the May Revise as the August Revise. Personal income taxes have been delayed though July and many counties have now delayed their property tax. Therefore, not only we will not know when a budget will be passed, we do know what is going through the Assembly right now as an increase to budget is likely to be rejected for this year. With the high unemployment that will be paid and the unknown factors of all the costs related to COVID-19, the State's budget rainy day fund could be expended quickly. It is likely to dramatically impact our budget for next year and we will definitely be looking at something similar to the 2008-2009 timeframe. Because there are not enough dollars to go around, all of the entities that are funded through the State would be given "workload reductions." For our District and the \$30 million gap. that has been reduced a bit based on the unfilled positions, but that gap still looms. Dr. Luster has been working with the Cabinet and has been taking the lead to propose how we can do strategic sizing of our colleges by the proportion of how much instruction should be offered at each institution, the demand that each institution has based on the programs and students that it serves, and the budget with which we have to have availability. Difficult conversations are being held trying to get as many resources as possible to the students. Dr. Luster thanked Terry Kohlenberg for inviting her and VPI O'Connor to the Chairs meeting tomorrow which will be constructive to process where we are headed. The impact of what is going on right now is not known and it is difficult to predict where we are headed. The letter from the Assembly basically stated to not expect to get any extra money, and, in fact, it will probably be less.

Some good news is the CARES Act – federal legislation that has come out to remedy some of the costs that we have in terms of supporting human beings as we going through this. We have yet to find the finite details on the

Pam Luster

CARES Act; on the form, Mesa College gets somewhere around \$6 million; Dr. Luster stated 50% of those funds are based on Pell-eligible students and also FTES. There are concerns for non-credit students who deserve support but do not benefit from financial aid. Dr. Luster stated we are unsure how the other 50% of the money will come to us and what flexibility we will have. This is a bright light to us in terms of resources; we just do not know when or how. The CARES money does have a special category of funding for minority-serving institutions, and Mesa College as an HSI will get additional dollars.

Tomorrow the first Campus Community Forum will be held on YouTube, 11:30 a.m.

Webpages links for staff and student information:

1. Mesa COVID-19 webpage with updates:
<http://www.sdmesa.edu/COVID19/>
2. District COVID-19 webpage:
<https://www.sdccd.edu/coronavirus/>
3. Student Services online services (Financial Aid, Counseling, Admissions, Basic Needs, Student Health, etc.): <http://sdmesa.edu/student-services/online-student-support-services.shtml>
(scroll down to see full list of services)
4. Emergency Fund application (might be easiest to direct them to Student Success and Equity): <http://sdmesa.edu/student-services/student-success-equity/covid-19-emergency-relief.shtml>
5. Link to donate to Emergency Fund: <http://www.sdmesa.edu/about-mesa/mesa-foundation/index.shtml>
6. San Diego Mesa College on Social Media:
Facebook.com: sandiegomesacollege
Twitter.com: sdmesacollege
Instagram.com: sdmesacollege
Youtube: youtube.com: sdmesacollege
Snapchat: sdmesacollege
LinkedIn: San Diego Mesa College
Prez Pam Luster: twitter.com: sdmesaprez

President Luster stated she has asked each of the Vice Presidents to give some highlights from their areas and lift up some of the great work that is going on in their areas.

Vice President of Instruction, **Isabel O'Connor**, shared the following:

VPI O'Connor gave kudos to everyone for the way Mesa College moved mountains to transform instruction to remote online. VPI O'Connor stated the LOFT, in the week where Mesa transferred to remote teaching, was very busy and it was great to see faculty members who had not used a lot of technology in their courses to be in the front row of the class trying to absorb it all and be ready the following Monday to launch their classes remotely.

Laptops: Mike McLaren contacted students; David Fierro, Kevin Branson, Michael Davis and crew prepared the computers; Tassanee Chitcharoen entered the units into our Alma Library checkout system. Alison helped distribute the laptops.

- 163 student laptops distributed
- 46 additional checked out by faculty, classified professionals, and administrators.
- 36 delivery requests pending; David Fiero and Andy MacNeill load laptops and brought them to student pickup areas. CCAP: faculty coordinators, Jared Collins, Sharon Hughes and Dean Susan Topham worked very closely with Unified to make sure that every student enrolled in a Mesa class had access to a laptop
- Approximately 75 requests made through Google Form that haven't responded to address requests
- 75 more laptops are being ordered for distribution

Tutoring: Mark, Kristin, Brian, Nina, Zoe, Joe, and the rest of the leadership team have done a phenomenal job of transitioning our tutoring program to the online environment.

Our tutors have all been trained on remote, virtual tutoring with Zoom, Canvas, and Pisces. Instruction worked with the District and the new Dean of Online Learning has worked very closely with us to incorporate some technologies that the Chancellor's Office is making available which increases our tutoring capacity for our students. The tutors continue to support all the classes. MT2C has developed two Canvas shells, one for students and one for tutors, and they both contain information about how to be an online student, campus-based resources, subject-specific support, and financial support information. The tutors are in contact with each other on a daily and weekly basis planning the support that our students need.

OER: Lisa Burgert has done an excellent job of increasing the number of online resources we have for students and faculty. She contacted 124 faculty who teach late start classes, 20 of whom requested e-books.

Online books have been increased and additional licenses have been purchased for multiple, simultaneous users which are available through our library online check-out. Dr. O'Connor stated that Mesa College needs to make books on reserve available for remote checking after the crisis; we have increased the use of OER and continue to inform faculty about OER resources.

Professional Development: Since 3/15/20 in the Temporary Remote Teaching (TRT) course:

- 586 participants have joined TRT Zoom Office Hours
- 292 participants have enrolled in the TRT course
- 268 discussions have been posted to the TRT course, including trying FlipGrid video discussion
- Shout out to so many colleagues who are helping to field questions and provide support: Todd, Eva,

Cara, Kelly, Stevi, Jen S., Jason, Kim, Pegah, Waverly, Kelsey, Nathan, and Erika; a special shout out to Janue Johnson, and Katie Palacios who has been instrumental in solving issues.

- Planning for the future: Janue is leading the redesign the Course Design Institute to focus on Temporary Remote Teaching Practices that embed best practices and equity.

Additional Updates:

- Rad Tech program received full accreditation for two years.
- The Catalog Review was completed on time.
- Denise Rogers was awarded a Mellon/ACLS Community College Faculty Fellowship for the project African Visual Art and Culture: A Survey of the Mesa College World Cultures Collection with a stipend of up to \$40,000. Denise will produce an OER book about it.
- Students are receiving acceptance letters to Universities. One alumna in Architecture was accepted to the University of Michigan for the 3 year Master's in Architecture program with a \$75,000 merit scholarship.

Vice President Student Services, **Ashanti Hands**, shared the following:

VPSS Hands acknowledged the entire student services team, leadership team, the leads, managers, supervisors, chairs, classified professionals, counselors, student workers, NANCEs. All have been working very passionately to make sure that we are able to serve our students during this time. All of the work has been a team effort who were able to pivot quickly and move the services remotely – and do it in ways that honor our commitment to equity and excellence. Dr. Hands focused on the things Student Services were able to accomplish in this time and remember where they have come from and reminding our teams about how they have been able to create and implement programs at the drop of a dime that have literally shaped and shifted the culture of the campus. Mesa Promise, Cruise Program, and Placement Assistance have made change simply because it was needed. Dr. Hands stated to embrace the possibilities of this time and how it is that we are connecting and serving our students. She is proud to be a part of this team because everyone has worked with great passion and commitment. Trainings were held on Google Voice and Canvas, and different people implemented things like Microsoft Team – a lot of professional development, learning and flexibility.

A highlight of some of the things they are working on is creating the online student support services website. The website was a way to remind everyone that they are still here and still counseling, still certifying, still collecting documents, still interacting. Each of the departments and programs have a tab with updated information on how to contact each department, schedule an appointment,

submit documentation, etc. Dr. Hands will send an email with the link to that website following today's meeting.

Dr. Hands shared that they have partnered with many people: the Foundation, Associated Students, Student Equity – to establish the COVID-19 Mesa College Emergency relief fund. There is a support page where students can find an application so they can be connected to resources. The Foundation agreed to allocate \$10,000 in support of the emergency fund; the Associated Students donated \$20,000 to the fund, and generous donors have given \$8.324 to support the emergency fund. Promise funds will also be received which were allocated by the State and Equity will also donate some funds. This should result in \$50-60,000 in emergency funds. To date, we have 2051 applications and a team is reviewing all applications and there is also a lottery process to identify students on a weekly basis and allocating funds. Once students submit their application they will stay in the lottery until all funds are expended. The first allocation will be made this week. Donations are still being accepted to this fund – the link is: <https://www.sdmesa.edu/about-mesa/mesa-foundation/student-covid19-emergency-fund.shtml>

There is also a page called “Isolation Mediation” which provides information for people affected by the quarantine to give them someone they can talk to about their feelings of isolation or loneliness.

Dr. Hands stated with all the information being circulated about the opportunity to drop or excused withdrawals, that they are encouraging students to slow down before they make any decisions that would impact their academic career. They have launched a “before you drop stop” campaign. The Counseling and Financial Aid departments created FAQs on the excused withdrawal process. This will all be included in the message that Dr. Hands will send to the campus.

In terms of events, all events on campus have been cancelled. The last event in question is Commencement; a message was circulated earlier that stated after much thought and careful consideration of the health and safety of our students, Commencement has been postponed. It will either be postponed to a later date or in a different format. At this point, they are having conversations about what that means; because we are part of a District and our Board confers degrees, we must make sure that there is alignment in terms of our approach. As additional information on Commencement becomes available the website will be updated.

The Scholarship Gala has been cancelled but the Scholarship Committee is working on recognizing the students. There will be an online recognition, PowerPoint, and video to recognized students and donors and it will be scheduled after the original date of the ceremony. The information will be posted to make all aware of how the scholarship recipients and donors will be recognized.

Student Services has been working hard to create an online form process for students; there are a lot of documents and petitions that students need as well as taking into consideration their confidential information and created processes. They have been working closely with the District Office and now have a process that is excellent and will be used moving forward. They are currently rolling out petitions for admissions, military, veterans, counseling, etc.; that information went live today.

The Financial Aid Office is also folding into that process in a separate way that will allow for petitions and appeals to be submitted. The Financial Aid staff has been extremely committed to making sure that the students have access to their financial resources and have created schedules to rotate shifts and coming on campus to make sure students receive their financial aid in a timely manner.

With President Luster's leadership and connections in the community, our District signed a district-wide MOU with *Edquity*. This will provide a way to distribute and allocate resources to our students in a timely manner and allow our staff to focus on personal relationships with the students. It will also give access to an App that will provide students with access to resources for housing, food, health – everything will be housed in one area and students will receive pop-up notifications that will state “this house has 100 available beds” or “this place is providing free food.” *Edquity* will track and provide data for us which will elevate our ability to provide basic needs for our students.

Each of the Student Services departments are all doing amazing things. The Basic Needs, in addition to all of the work they are doing with emergency funds, was also able to participate in the Laptop Loan Program. They are also creating a voucher program so that we can provide 150 students with \$25 meal vouchers to California Burrito; an organization that has supported us throughout the years and this is an opportunity for us to support them.

The Peer Navigators have seen an increase in their response with mentees and are working hard remotely by telephone, by Zoom, to answer questions and calm the concerns that students are facing right now. They are also piloting Town Hall meetings with students so that they can do things in groups to help build community.

The NextUp, FAST and Care programs have been wonderful in terms of providing emergency grants to the student populations along with making sure the students have the laptops that they need along with wifi hotspots. They are assigning individual counselors to groups so that they can make personal telephone calls for personal connections.

The Outreach Ambassadors are creating videos and staying connected with prospective students and high school students to make sure they have resources and support.

Associated Students donated \$20,000, students helping students is very important.

Student Services is still holding counseling sessions with all of the programs; Student Health is providing services – every department is still here to serve the students. As all settle in to the new routines, you will see even more innovation come from Student Services in terms of how we serve students.

Dr. Hands thanked the entire Student Services team for how they have approached this crisis and how they are choosing to see the opportunity in these times.

Vice President of Administrative Services, **Lorenze Legaspi**, shared the following:

VPA Legaspi thanked the IT and technology setup to hundreds of students and staff for remote access for loaner laptops, loaner computers. He thanked Alex and Tony and the District staff – and Kevin, David and Michael and all the staff from the LRC that helped distribute all of the laptops. One silver lining with this remote transition: with everyone off campus, the construction is still considered essential work so the I and J buildings are almost completely demolished. K-100 furniture has been ordered and all the student support spaces are having paint and carpet going in the next month to support all the classrooms and services in the K-100.

In the LRC, the painters are refreshing areas that were in bad need of paint. The gym floor is being repaired as well as the water filtration system and the fuel cell behind the gym – the facilities and construction crews are hustling to make sure the campus will be ready when all come back to the campus. A shout out to the facilities team who cleaned every single surface on campus.

Foundation, scholarship, and Associated Students donated to the Foundation Emergency Relief Funds – this is \$100,000 of dollars going to students from those sources. VPA Legaspi thanked the teams on the back end that helped write and cut all the checks and stuffed the envelopes. Logistically, to get all of the checks out to the students to get cash in their hands, was no small feat.

To update BARC process; an email will be sent out to everyone for purchasing that still needs to be done for this academic year. VPA Legaspi encouraged all to ask questions about any of the administrative services areas.

3) STANDING REPORTS – GOVERNANCE

a) Associated Students: AS President, Taylor Carpenter, reported that she has been working with Robyn Bolden remotely on Associated Students topics and they also have a class together. AS donated \$20,000 to the Mesa Foundation to help support students; as student leaders AS felt they need to be help fellow students and want to make sure that students do not feel like they are left behind or forgotten. It is difficult working remotely because much of what AS is campus-centered and centered around in-

Taylor Carpenter, President

<p>person reaction and interaction. AS posted on social media an AS “welcome back” video.</p> <p>President Luster stated it is important to have the student voice in all that we are doing and thanked Taylor for staying in touch and giving real-time feedback of what she is hearing from students. Dr. Luster also thanked AS for the generosity of the \$20,000; AS was the first donation followed by the Foundation and now others are giving through the Foundation.</p>	
<p>b) Classified Senate: CS President, Charlie Lieu, reported that they are holding their third Zoom meeting. At the last meeting they circulated and shared “best practices” on working from home and some Zoom training videos. They held their first Classified Senate “happy hour” for an opportunity to meet socially. The Classified Senate four scholarship winners has been finalized – two full-time employees and two part-time employees: Amy Bettinger, Alan Goodman, Chuc Le, and Luiza Catharina Barreto Rodrigues. They will be receiving their awards shortly.</p> <p>Dr. Luster thanked CS and Charlie Lieu for their “welcome back” from spring break video and it was a “Spielberg” production and it was wonderful and inspiring.</p>	<p>Charlie Lieu, President</p>
<p>c) Academic Senate: AS President, Manuel Vélez, reported that AS has not met recently since going to remote status. He stated he is impressed and proud of how Mesa as a college came through this change together. He gave a shout out to faculty – as the Academic Senate president he stated he could not be more proud of how the faculty came together, stood up to the challenge and made this remote teaching happen. He stated there are probably faculty who continue to struggle with this format but the transition was amazing. Manuel also that that VPI O’Connor should be recognized for constantly stepping up the plate and make sure there is a faculty voice involved in all of these issues. As soon as the remote status was announced, VPI O’Connor contacted Manuel and Terry Kohlenberg to make sure they were involved with every meeting, every decision in every way possible. Manuel also recognized President Luster and the rest of the leadership and to the college in total; everything that he hoped would happen for the faculty in this process was done and done together as a college. The work that VPA Legaspi did to make sure computers were accessible to students as well as faculty was an amazing process.</p> <p>Manuel stated there is a lot to learn from this entire process and he is looking forward to the time when we can look back and start to work together to see what we can do to prepare for this in the future.</p> <p>The next Academic Senate is next Monday at 2:20 p.m. which will be a Zoom meeting. It is a public meeting and Manuel will send an invitation if you would like to attend. For public comments there will be a public comment time in the meeting.</p>	<p>Manuel J. Vélez, President</p>

4) INSTITUTIONAL COMMITTEE REPORTS*	
<p>a) Campus Employee Learning Committee (CEL): The Campus Employee Learning Committee presented an update which included their purpose and progress, sub-committee highlights, survey feedback, badge program, Canvas Learning Center and temporary remote teaching, Classified Equity Taskforce, Classicon 2019, New Faculty Institute, Flex activities, Professional Learning and Equity, and Cornerstone Professional Learning.</p> <p>b) Strong Workforce Program/Committee: The Strong Workforce Committee and Program presented an update which included Strong Workforce student outcomes, the work of the SW Committee (budget and resource allocation, CTE program assistance, strong workforce and equity, advisory committees, regional strong workforce, and the SWP Faculty Institute.)</p>	<p>Dean LRAS: Andy MacNeill Professional Learning Coordinator: Janue Johnson-Seaton Senior Clerical Assistant: Eva Parrill Instructional Lab Technician: Todd Williamson Instructional Designer: Katie Palacios</p> <p>CEL Presentation: http://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/CEL_Presentation_Pcab4-7-20.pdf</p> <p>Associate Dean, CTE: Monica Romero CTE Faculty member (SW Faculty Lead): Tasha Frankie</p> <p>Business and Digital Technology: Rachel Russell Health Sciences and Public Service: Jeaneal Davis SW Faculty Lead: Tasha Frankie, Melanie Baeza-McCray Work Experience Coordinator: Shawn Fawcett Work Based Learning Coordinator: Katlin Choi Career Center: Claudia Estrada-Howell Institutional Research: Hai Hoang Adjunct Internship Coordinator: Pavel Consuegra</p> <p>Strong Workforce Presentation: http://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/SW_Spring_2020_PCab.pdf</p>
5) SPECIAL REPORTS	
<p><i>No special reports at this meeting.</i></p>	
6) OPERATIONS	
<p>a) Mesa 2030: VPA Lorenze Legaspi sent an update following the President's Cabinet meeting due to time constraints:</p> <ol style="list-style-type: none"> 1. Mesa 2030 will resume regularly scheduled meetings via Zoom beginning on April 21, 2020. 2. Overall Timeline- Due to pieces of this process needing to be postponed, we are looking to extend the overall timeline to Spring 2021 (adjusted draft timeline is attached) 3. School Interviews- We plan to hold virtual sessions this spring (most likely during the weeks of April 27-May 8, 2020) so that staff can share the information they prepared but we will also hold in-person sessions (as previously planned) in Fall 2020. (revised plan for interviews attached). 4. Internal and External Scan Narrative Drafts- We will discuss the plan for these scans at our next meeting. Given the uncertainty we are currently facing in some key areas addressed by the scans (unemployment, industry growth, enrollment, etc.) we would like to discuss with the Task Force how to best proceed. <p>b) Mesa Pathways: VPI O'Connor sent an update following the President's Cabinet meeting due to time constraints:</p>	<p>L. Legaspi, B. Herrin</p> <p>Mesa 2030 Timeline: http://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/Mesa_2030_Timeline.pdf</p> <p>Mesa 2030 Department and Program Interviews: http://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/MESA_2030_Department-Program_Interviews.pdf</p> <p>I. O'Connor</p>

The Mesa Pathways Committee and the Pathways workgroups continue to meet to do the work identified for the semester and to plan for 2020-2021. We look forward to a presentation to PCab later in the semester to highlight the work completed in 2019-2020 and to identify the work moving forward.

Spring Event Updates:

Cancelled: President's Cabinet Spring Retreat, Tuesday, April 14, 2020
Cancelled: Scholarship Banquet, Saturday, April 18, 2020
Postponed: Faculty Recognition, Friday, April 24, 2020

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: POSTPONED - 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 (V. Gerace)
May 5, 2020: CHP (E. Engels); FHP (I. O'Connor, M. Velez)
May 19, 2020: End of Year Report approvals; Mesa Pathways Report

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