

# SAN DIEGO MESA COLLEGE

## President's Cabinet

May 5, 2020 | 2:15 p.m. | Zoom

### 1) CALL TO ORDER: President Pam Luster

### 2) PRESIDENT'S REPORT

**President Pam Luster** opened the meeting and shared the following updates on the fall semester planning:

1) The Chancellor will be sending her weekly COVID-19 update this evening which will include that SDCCD will be in a distance format for the fall semester. Some flexibility is being planned in terms of the labs and other courses that are difficult to teach in a distance education format.

2) Mesa College is working on providing a very robust support for faculty through the LOFT (Katie Palacios/DE coordinators/liaisons) and also professional development for the classified professionals who continue to work from home and need support for effective ways of doing the work remotely and the challenges they are facing.

3) Discussions are being held on the process for when SDCCD campuses reopen; this is a district-wide effort and will involve establishing cleaning policies and considering a phase approach that might include bringing back more support staff to the campus who are doing administrative-type duties. President Luster stated she has been appointed by the State Chancellor to the **Safe Campus Reopening Taskforce** who will meet and make a recommendation by May 22, 2020 to the Chancellor on the various processes that the workgroup believes should be done to reopen the campuses.

4) Dr. Luster also shared an update on the **CARES Act funds** which is money that is coming from the Federal government to colleges and universities to support students and institutions. SDCCD was able to successfully file the application for the CARES Act funds; **VPSS Ashanti Hands** and others have been meeting on how to distribute the funds. There will be one district application: an easier version to students who are already receiving aid, and a longer version for students to complete who are eligible to receive aid. Dr. Hands is hopeful the application would go out this Thursday, May 7, 2020.

5) Dr. Luster shared an update on the current \$30 million budget gap, the ongoing hiring freeze, and the early retirement incentive (SERP). As of last week, the SERP was approved for faculty and classified professionals that applied for the early retirement incentive. The vacant position list is now being assessed by President Luster to make recommendations and provide a rationale on positions to keep open.

President Pam Luster

### 3) STANDING REPORTS – GOVERNANCE

a) Associated Students: **Associated Students (AS)** President, **Taylor Carpenter**, reported the following: 1)

Taylor Carpenter, President

Associated Students (AS) voted last week to donate \$8,000 more to the COVID emergency relief fund, 2) there are a lot of concerns and students are going through a lot of different things and there is a need to continue to look at how to equitably address the students' needs, 3) on behalf of AS Taylor thanked the faculty for doing a fantastic job and acknowledged it was Teacher Appreciation Week, 4) Elections will be held this week, 5) Kim Perigo requested AS feedback regarding the Student Senate for California Community Colleges (SSCCC) \$2 student representative fee with \$1 designated for the SSCCC. AS will be reviewing that tomorrow to get input from the AS Senate (this is in relation to Title V changes that the statewide student senate is proposing to make the SSCCC the voice for all students, 6) Pam Luster attended the last AS and enjoyed connecting with the students. Taylor shared that all are welcome to attend AS meetings; the last meeting for this semester is May 13, 2020, 12:45 p.m.; the link is on the AS website.

b) Classified Senate: **Classified Senate** (CS) President, **Charlie Lieu**, reported the following: 1) Some members of CS attended the IEPI Peer Resource Team virtual campus visit last week and engaged in great discussions; CS is looking forward to their guidance, 2) Ellen Engel made a classified hiring priority presentation at last week's CS meeting, 3) CS is in the process of planning **Classified Appreciation Week** which will be held **May 18-22, 2020**. The theme this year is "Movies" and will include a variety of events combined with professional learning, community building, and networking, 4) the photo card fundraiser has been a great success; please submit your orders by this Friday.

c) Academic Senate: **Academic Senate** (AS) President, **Manuel Vélez**, reported the following: 1) The final meeting of AS is May 11, 2020 and the agenda includes changes that are occurring on the district-wide level in terms of instructional council, 2) the Senate Exec had an opportunity to visit with the IEPI Peer Resource Team and Manuel thanked the members of Senate Exec who participated in that conversation, 3) AS has appointed faculty to district-wide screening committees: **Chris Sullivan** and **Manuel Vélez** will serve on the Vice Chancellor for Educational Resources position committee; **Kim Perigo** will represent Mesa faculty on the Chancellor position committee, 4) faculty have voiced concerns about the preparation for the fall semester. Manuel thanked VPI O'Connor for hosting meetings and gathering faculty to hold these conversations so that the faculty concerns are being heard, 5) Kim Perigo chaired the Senate Exec meeting yesterday; Kim thanked VPI O'Connor for providing clarification of "DE designation" or "DE for Emergency Only designation". Kim stated there is also confusion on synchronous verses asynchronous. **Terry Kohlenberg**, Chair of Chairs, will take this conversation to the next Chairs meeting and Manuel added that he has

Charlie Lieu, President

Manuel J. Vélez, President

been in conversations with the other Academic Senate presidents.

#### 4) INSTITUTIONAL COMMITTEE REPORTS\*

a) Program Review: Acting Dean of Institutional Effectiveness, **Bridget Herrin**, stated that the Planning and Institutional Effectiveness Committee (PIEC) is making a formal recommendation to President's Cabinet to suspend the 20/21 requirement for the Annual Program Review update. Specifically, this recommendation states: 1) there will be no required reports or updates in TaskStream associated with Program analysis, goals, status reports, or actions plans, 2) the Program Review Steering Committee will work closely with BARC, CHP, and FHP to operationalize the processes associated with resource allocation for the 20/21 year.

Action Item: A motion to accept the recommendation of PIEC to suspend the 20/21 requirement for the annual Program Review update was made by Manuel Vélez; Second: Kim Perigo. The motion was approved unanimously and will now be forwarded to President Luster.

b) Classified Hiring Priority (CHP): **Ellen Engels**, Chair of the Classified Hiring Priority Committee, presented a CHP Committee overview/update and the Classified Hiring Committee rubric and ranked list.

Action Item: A motion to accept the CHP ranked list was made by Lorenze Legaspi; Second: Leslie Shimazaki. The motion was approved unanimously and will now be forwarded to President Luster.

c) Faculty Hiring Priority (FHP): The Vice President of Instruction and Co-Chair of the Faculty Hiring Priority Committee, **Isabel O'Connor**, presented an update with current committee membership, scoring rubric, FHP recommendations for next year and the FHP list in order of total score.

Action Item: A motion to accept the FHP list was made by Kim Perigo; Second: Howard Eskew. The motion was approved unanimously and will now be forwarded to President Luster.

B. Herrin

E. Engels

CHP Presentation: [http://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/CHP\\_Presentation\\_Pcab\\_5-5-20.pdf](http://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/CHP_Presentation_Pcab_5-5-20.pdf)

CHP Ranked List: [http://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/CHP\\_2019-2020\\_Ranked\\_List.pdf](http://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/CHP_2019-2020_Ranked_List.pdf)

CHP Rubric: [http://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/CHP\\_2019-2020\\_Scoring\\_Rubric.pdf](http://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/CHP_2019-2020_Scoring_Rubric.pdf)

I. O'Connor

FHP Presentation: [http://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/FHP\\_Presentation\\_Pcab\\_5-5-20.pdf](http://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/FHP_Presentation_Pcab_5-5-20.pdf)

FHP List Spring 2020: [http://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/FacultyHiringPriorityList\\_Pcab\\_5-5-20.pdf](http://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/FacultyHiringPriorityList_Pcab_5-5-20.pdf)

#### 5) SPECIAL REPORTS

*No special reports at this meeting*

## 6) OPERATIONS

a) Instruction Update: The Vice President of Instruction, **Isabel O'Connor**, provided an instruction update. Priority registration began yesterday for the summer schedule. The date to turn in grades for the spring semester has been extended to June 30, 2020 from the original June 12 deadline. Faculty are allowed to keep their Canvas shell open past the original closing which was June 1, 2020 (due to the extended time to turn in grades.) This also includes classes that have an "in progress" grade. However, to keep the Canvas shell open, faculty must go in to their Canvas shell and change the date – **Katie Palacios** will provide instruction on how to do that. VPI O'Connor stated to please post grades in classes that are pre-requisites to other courses as soon as possible to allow time to process the students that need the pre-requirement in a sequential class. **VPSS Ashanti Hands** added that there was concern of the extension of the deadline because the UC system requires transcripts by July 1. However, there is now a "blanket extension" to the UC system for transcripts so that students and counselors do not have to request extensions individually; both CSUs and UCs stated they would be flexible.

Regarding fall semester planning, VPI O'Connor stated there have been two Friday afternoon meetings with about 35 faculty, deans, and staff from student services and administrative services. These meetings have served as a forum to determine the most flexible and best schedule Mesa College can prepare that is flexible enough so that if classes are held face-to-face and then have to move online, the College would be able to do that. Specific planning has been done depending on the needs of each department. VPI O'Connor stated the Fall semester will probably be largely online with some planning around the hard-to-convert classes.

In the second meeting, it was decided to generate a form, created by **Dr. Ailene Crakes**, that captures the fall schedule and the percentage of face-to-face/online/hybrid courses and the needs associated with each class format. After the forms are completed, Dr. O'Connor will collect the information to assist in creating a schedule that considers all of these parameters.

b) Mesa Pathways Committee (MPC): Co-Chair of the Mesa Pathways Committee, **Toni Parsons**, provided an update which included, 1) MPC met last week and approved the reviewer recommendation form for maps – the form includes a list of guidelines and required signatures. As programs are finished with their maps, they can send the approval form – the deadline is October 15, 2020, 2) Mesa Pathways Workgroups are meeting to plan for next year; these plans will be included in the end-of-year presentation to President's Cabinet on May 19, 2020.

c) Mesa 2030 Update: Acting IE Dean, **Bridget Herrin**, reported that the **Mesa 2030 Task Force** held its first

I. O'Connor

T. Parsons

B. Herrin  
Mesa 2030 Update presentation may be found at:

virtual meeting with the Gensler consultants on April 21, 2020; this will be the last meeting for the spring semester. Mesa 2030 will reconvene the Task Force in the fall semester. Due to the delays, they are lengthening the timeline for the Mesa 2030 plan through the spring of 2021 and the Mesa 2030 Plan submission to the Board in May 2021.

Bridget Herrin also shared the link to the results of the **COVID-19 student need survey**:

<http://www.sdmesa.edu/about-mesa/institutional-effectiveness/covid-19-survey%20results.pdf>

[http://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/Mesa\\_2030\\_Update\\_Pcab\\_5-5-20.pdf](http://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/Mesa_2030_Update_Pcab_5-5-20.pdf)

**7) ACTION ITEMS:** The Teacher Ed presentation has been moved to the May 19, 2020 President's Cabinet.

**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: Reports 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. Vélez)

May 19, 2020: End of Year Report approvals; Mesa Pathways Report

**Board of Trustee Meeting Dates and Deadlines:**

**June 4, 2020, Board Retreat – no dockets accepted**

June 11, 2020, Deadline for Dockets – May 11, 2020 – last Board meeting for 2019-2020 Academic Year