February 19, 2013

SAN DIEGO MESA COLLEGE

PRESIDENT'S CABINET

Agenda

February 19, 2013, 2 – 3:30, A104

1) GENERAL ITEMS (Pamela Luster, President)

- a) Welcome
- b) Consent Agenda Approval: (Submitted for Review, Thursday, Feb. 14):
- Documentary BAM, 3/7/13, 6:30 9:30 pm., G 101
- Women's History Month 2013, Varied dates/times/locations
- 2013 Canyon Day Events, 4/6/13 (Genesee Canyon Site); 4/12/13 (P 100-200)
- Animal Health Tech Program Open House / Orientation, 5/4/13, 9 a 1 p, P-300

Motion to approve the above events listed in the consent agenda: Motion: Andy

MacNeill; Second: Roberto Rosas. The motion was approved unanimously.

c) District-Wide Updates: Pam shared that Miramar College now has their accreditation confirmed with no sanctions. Also, a district-wide flex committee is reconvening to discuss synchronizing the process. At the present time, each college publishes its own guidelines.

2) COLLEGE-WIDE PLANNING

a) BARQ: Tim McGrath shared that the budget committee met for the first time this semester last week.

3) INSTRUCTION (Tim McGrath, VPI)

- a) Enrollment Report listed below. There will be one more enrollment report after census ends.
- 1. Mesa is offering 41 more sections this year compared to spring 2012.

As a district we are offering 250 fewer sections this year compared to last spring.

2. Mesa is down 100 FTES from last year. (61 FTES in census classes)

Spring 2012 = 7,315.4

Spring 2013 = 7,215.0

3. Headcount is down 346 students from last year which is a 3% drop.

25,869 = spring 2011

25,061 = spring 2012

24,295 = spring 2013

Note: City headcount = -469/3% drop

Miramar headcount = -922/8% drop

- 4. Fill Rates (Both on-campus and online) are a combined 91% which is 2% lower than last year's rate of 93% at this time
- 5. Enrollment Capacity (total seats on campus and online)

63,434/69,338 =spring 2011 = 91..4%

62,526/66,585 = spring 2012 = 93.9%

61,624/66,668 = spring 2013 = 92.4%

6. Load Factor

546 = spring 2011

567 = spring 2012

568 = spring 2013

*Based on 557 load factor for 16.5 semester

525 = 17.5 semester

7. Outlook

FTES for the three colleges is project to be over 2012-2013 targets by 2.2% and CE is projected to be -6.8% below targets.

b) Faculty Prioritization Results: This list was reviewed at the last President's Cabinet meeting and shared with campus groups. A motion to approve this final document was made by Laurie Mackenzie; Second: Angela Liewen. The motion was approved unanimously. This list will now be sent to President Luster for her review and request for approval.

4) STUDENT SERVICES (Ashanti Hands, Dean Student Affairs)

- a) Student Services Reception: Ashanti shared that a reception to welcome the new VPSS, Julianna Barnes, will be held this Thursday, 2-4 p.m., in the !4-402 conference room and outer area.
- b) Student Services Center Grand Opening: The event will be held Monday, February 25, 10:30 a.m.
- c) Commencement: Ashanti shared that information will be sent for Commencement speaker nominations; deadline is April 5, 2013. March 20 is the deadline for faculty to RSVP for participation in Commencement ceremony and for ordering regalia.
- d) 100 unit students: Ashanti shared that an email is being sent to students who will lose their priority registration for Fall 2014 after they reached 100 units.

5) ADMINISTRATIVE SERVICES (Daniel Gutowski, Interim VPA)

a) Budget Development: Dan shared that: 1) he is currently reviewing the reallocation of year-end

balances – the BARC has a rubric for guidance, 2) budget deadlines will be sent the first week of March to the campus managers/supervisors, 3) a review of stockroom procedures will be held to check past ordering history procedures and types of items that are stocked long term. Dan will report back his findings, 4) timely reports being created to help monitor accounts on web advisor, 5) keys are an ongoing issue. Dan is working with Sgt. Medero to develop a new process, 6) package delivery procedures to Modular Village are being reviewed, and, 7) long term future liabilities preparation for buildings and their FF&E are being reviewed.

6) PARTICIPATORY GOVERNANCE REPORTS

- a) Academic Senate (Madeleine Hinkes) Madeleine is out of town no report.
- b) Classified Senate (Angela Liewen): One Classified Senator resigned, Arlis Svedberg will fill in the remainder of this semester. A reminder that SD Mesa College is hosting the State Classified Senate Conference March 8 and 9 in I-400.
- c) Associated Students Governance (Roberto Rosas) Roberto shared: 1) two students were attending today's meeting: Martin Pollack and Sarah Farmer, 2) ASG has 12 new Senators, 3) ASG is planning their March retreat, 4) March in March conference will be held March 4 in Sacramento, 5) ASG is participating in the SS Grand Opening on Monday, Feb. 25, 6) ASG has created rack cards, 7) ASG students are attending the USD Civility lecture, 8) a reminder that scholarship applications are due the end of February, 8) Starla Lewis is working with ASG on the homeless students issue and is asking for contributions.

7) FUTURE PRESIDENT'S CABINET TOPICS

- a) Program Review Report
- b) Diversity Committee Report

Pam stated that these reports will be sent electronically to President Cabinet members to review before the March 5th meeting.

8) OTHER

a)

9) ANNOUNCEMENTS

- a) President's Cabinet Retreat, Friday, March 15, 2013, 9a 4p, CE/Mesa, 118/120
- b) April 5, 2013, Tenure /Promotion / Retirement Reception for Faculty. A save the date card will be sent.

10) ROUNDTABLE

The next meeting of the President's Cabinet will be held on Tuesday, March 5, 2013, 2-3:30 p.m. in A-104.