

**February 7, 2012**

**SAN DIEGO MESA COLLEGE**

**PRESIDENT'S CABINET**

**Agenda**

**February 7, 2012, 2 – 3:30, A104**

**1) GENERAL ITEMS (Tim McGrath for President Luster)**

- a) Welcome (Members absent: Cherie Deogracias, John Crocitti, Pam Luster attending ACCJC Workshop.)
- b) Consent Agenda Approval – no major events submitted for approval.
- c) District-Wide Updates: Tim shared that the Chancellor's Cabinet reviewed the Board of Trustees agenda for 2-9-12. Robin Watkins will attend and be recognized as the SDCCD Classified Employee of the Year candidate to be submitted to the California Community Colleges Chancellor's office.

**2) COLLEGE-WIDE PLANNING – PIE Committee (Tim McGrath)**

- a) Update – The PIE committee held a retreat last Friday where they reviewed past institutional goals and objectives. President Luster and the new campus-based researcher, Brianna Hays, attended and gave input on what data Mesa is measuring and needs to measure. The PIE Committee will provide ongoing updates to the President's Cabinet.

**3) INSTRUCTION (Tim McGrath)**

a) Enrollment Update:

- Mesa is offering 164 fewer sections this year compared to spring 2011. (72 Census classes)
- As a district we are offering 515 fewer sections this year compared to last spring.
- Mesa is down 58 FTES from last year. (32 FTES in census classes)
- Summer 2011 = 68.2
- Fall 2011 = 7,269.8
- Spring 2012 = 7,684
- Projected Total 15, 022
- Headcount is down 1,074 students from last year which is a 4% drop.
- 26,135 = spring 2011
- 25,061 = spring 2012
- Fill Rates (Both on campus and online) are a combined 93% which is 1% higher than last year's rate of 92% at this time
- Enrollment Capacity (total seats – on campus and online)
- 64,029/69,193 = spring 2011 = 91%

- $62,526/66,293 = \text{spring } 2012 = 93.7\%$
- Load Factor
- 548 = spring 2011
- 568 = spring 2012
- \*Based on 557 load factor for 16.5 semester
- 525 = 17.5 semester

#### **4) STUDENT SERVICES (Brian Stockert, Interim VPSS)**

a) Update: Brian reported that Student Services is not experiencing a rush for classes as in the past. Brian attended the Region X Matriculation meeting where it was reported that Mira Costa is the only community college with a full summer session (offering 350 sections.) Grossmont reported they will support preferences for continuing students. A tour for members of President's Cabinet to see the Student Services building will be scheduled.

#### **5) ADMINISTRATIVE SERVICES (Ron Perez, VPA)**

Ron shared that food service trucks are on a test run at the Modular Village, Design Center and Allied Health locations.

Updates on Bookstore, Facilities, College Police

a) Bookstore (Nancy Wichmann, Carol Rohe)

Store Hours: Mon - Thurs 7:45 to 7, Fri 7:45 to noon, Sat 9:00 to 1

Closed for holidays and spring break

Mesa Bookstore sells:

Course Materials

School/ office supply items

Software

Mesa Logo Clothing

Mesa Fashion Dept items

Discounts

Software - academic, student, faculty, staff pricing

Bookstore employee discount - working beginning of semester rush

Mesa College clothing discount 10%

Large quantity (volume) discounts for departments or special events

Course Materials

Mesa offers student all options which are available, new, used, rental, looseleaf, ebooks, access

codes, etc

Rentals

Spring 2012 -1221 books have been rented saving Mesa Students \$43,700

Since Fall 2010, with our rental partner and now in store, Mesa bookstore has saved students \$202,000, growing every day

Challenges

Technology- gap and understanding

Tablets

Intellectual property rights

Publishing- Amazon, Google

Publisher-technology- quizzes, testing and compensation

Social media

Course Material Requisitions- information is posted on the student schedule- it is more important than ever to

...receive requisitions within the requested time

...not change the request because they changed their mind

...submit info regarding all materials required, websites etc

...use the materials requested

b) College Police (Diana Medero): Sergeant Medero distributed a handout covering the topics of parking, traffic, mental health and crime. The traffic signals on Linda Vista and Ashford are not in sync and are backing up traffic into Mesa College. The City traffic engineer is monitoring this and Diana will report back on the evaluation. Diana asked the group to please keep the names and codes up to date on our classroom alarm system. Some inactive faculty names are still on the list for classrooms and a key cannot be issued until a code can be available on the classroom list. The problem areas are Modular Village, T 1-2-3, H-200, and K-200. The bookstore recently was victim to theft by an hourly employee. The person was videotaped and a warrant has been issued. Diana reported that campus police have responded to two mental incidents - cases of suicide reports appear to be on the rise. She listed her contact numbers on the handout.

c) Facilities Staff / Schedule Update (Deb Canning): Deb distributed the Facilities Services newsletter for January 2012. She reported that facilities is modifying the second shift to eliminate the third shift in an attempt to save money. Facilities has been piloting first shift cleaning in the LRC which is working well and providing better service to that area. Staff offices will now be cleaned Monday – Friday beginning at 3 p.m.; Deb is reviewing the class schedules to find times to be able to clean classrooms between classes if possible. Civic center events will be charged overtime for any events schedule in the evenings or on weekends.

## **6) PARTICIPATORY GOVERNANCE REPORTS**

a) Academic Senate (Madeleine Hinkes): Madeleine stated that the first Academic Senate meeting for the spring semester was held yesterday; Pam Luster was in attendance and reviewed her PowerPoint from the Fall Convocation. A resolution was passed by Academic Senate opposing

Student Success Task Force recommendations on ESOL. The red zone section of the PIE Committee chart was presented. Madeleine also shared that an ASG representative will now be in attendance to Academic Senate meetings this Spring.

b) Classified Senate (Angela Liewen): First meeting of the Classified Senate will be this Friday.

c) Associated Students Governance (Cherie Deogracias not present): Ashanti Hands shared that Cheri attended the Student Senate meeting. ASG will be holding in-house elections tomorrow and are currently reviewing committee appointments and assign new representatives if necessary.

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

a) Student Success Recommendations

b) Tour of Student Services Building

c) Emergency Plan (Tim McGrath / Charlotta Robertson)

## **8) OTHER**

## **9) ANNOUNCEMENTS**

a) President's Cabinet Retreat, Friday, March 2, 9 a.m. – 4 p.m., Mission Trails Regional Park.

## **10) ROUNDTABLE**

### **Spring 2012 Meetings of the President's Cabinet:**

February 21, 2012

March 6, 2012

March 20, 2012

(No meeting April 3 due to Spring Break)

April 17, 2012

May 1, 2012

May 15, 2012 (Last day of classes – May 19, 2012)

The next President's Cabinet meeting is February 21, 2012, 2-3:30 p.m. in the A-104 conference room.