

**SAN DIEGO MESA COLLEGE  
PRESIDENT'S CABINET  
Agenda with Meeting Notes  
April 2, 2013, 2 – 3:30, A104**

**1) GENERAL ITEMS (Pamela Luster, President)**

a) Welcome

b) Consent Agenda Approval: (Submitted for Review, March 14, 2013):

\*Festival of Colors, April 23, 2013, 9a – 6p, SS Bldg

\*Ceramics Sale, May 7-9, 2013, 9a – 7p, Café Quad / Walkway

\*Classified Staff Development Conference, June 19-20, 2013, G-101

Events were described are yearly routine events, *Motion: Angela Liewen; Second: Andy MacNeill. The motion was approved unanimously.*

c) District-Wide Updates (Luster): Pam shared that the preliminary budget is going to the Board of Trustees meeting this week and will be presented by Vice Chancellor Dowd. Some additional FTES will be built into the budget next year but this is still dependant on numbers that may change in the May revised budget.

d) Status of Active Positions (Luster - handout): Pam distributed a document of the status of active positions for San Diego Mesa College. It was noted that the figure in the Financial Aid positions should read as “4” – currently listed as “3” on this form. This document can be viewed on the Cabinet Documents page located at: <http://www.sdmesa.edu/president/documents.cfm>

e) Classified Hiring Prioritization – Second Reading (Romero): Monica stated that no additional updates have been requested. *A motion was asked to accept the second reading and forward the document to President Luster for final approval – Motion: Laurie Mackenzie; Second Madeleine Hinkes. The motion was approved unanimously.*

f) Diversity Committee Response to Culture Climate Survey – Second Reading (Schrader-Hanes / Robertson): Pam asked if there had been any additional feedback to the Diversity Committee’s response and none were stated. Pam shared that she would like to expand on some of the language before it is forwarded to the District Office. *A motion to accept the second reading and forward the document for final revising and approval by President Luster – Motion Angela Liewen; Second Andy MacNeill. The motion was approved unanimously.*

**2) COLLEGE-WIDE PLANNING**

a) BARC (Gutowski): Dan shared that 5000 and 6000 line item requests were sent to the Deans to rank by schools. The ranking by each school will be made and the rubric will be used to prioritize. After the Deans review at the Deans’ Council, the vetted list will be sent to the BARC members. Dan emphasized that requests for ongoing budget increases cannot be funded out of year-end balances. Also, after the April 1<sup>st</sup> closeout, funds can be transferred between the 4000, 5000 and 6000 accounts as approved by the respective manager and the president.

b) Education Master Plan (Luster): Pam stated that she would speak on the Education Master Plan on behalf of Dean Charlie Zappia. The planning is underway and staff from San Diego Mesa College will be completing this task with the additional help of SDSU research students who will be trained by Jill

Baker and Bri Hayes. Pam added that faculty interviews needed for the Ed Master Plan will be completed before June and she plans to have forums, focus groups and opportunities for community involvement in the beginning of the fall semester. A schedule with all pertinent dates for this project will be provided.

2c) Mid-Term Report to PIE Committee (Fohrman): Jonathan stated that the dates of campus forums need to be confirmed – dates suggested are April 19 and April 24 for afternoon forums. Tim shared that with that timeline, the PIE Committee will report to President's Cabinet for a first reading in August 2013. The final document must be completed and forwarded to WASC October 2013.

### **3) INSTRUCTION (Tim McGrath, VPI)**

a) Summer Schedule (McGrath): Tim distributed a two-page form on the Summer 2013 Courses for San Diego Mesa College. As was the case last year, these courses are for the year-round programs of Allied Health, the health/safety Physical Education students, and the basic skills courses which all have a tutoring component. This document can be viewed on the Cabinet Documents page located at: <http://www.sdmesa.edu/president/documents.cfm>

### **4) STUDENT SERVICES (Julianna Barnes, VPSS)**

**No Report**

### **5) ADMINISTRATIVE SERVICES (Daniel Gutowski, Interim VPA)**

a) Campus-wide Safety Inspection (Gutowski): Dan shared that the Campus-wide Inspection Report was completed during Spring Break with the exception of the Science labs and bookstore/café areas. Safety issues found during the inspection were written and the serious violations were red-tagged. This inspection will help us get our insurance renewed and the items that need to be addressed on the list can be performed this summer.

### **6) PARTICIPATORY GOVERNANCE REPORTS**

a) Academic Senate (Madeleine Hinkes): Madeleine shared that 1) the officers' meeting was held yesterday and the full Academic Senate meeting is next week, At that meeting Jonathan Fohrman and Chris Sullivan will speak on the Mid-Term report including the issues of why we do it, its timeline, points to address and the open forum dates for faculty to attend, 2) the Area D meeting was last week and provided preparations for the upcoming Spring Plenary which will include discussions on CID and TMC, 3) an Academic Senate retreat is being planned, 4) Senate elections were held and Donna Duchow was elected as Vice President, Becca Arnold as Secretary and Georgia Laris was re-elected as a senator-at-large.

b) Classified Senate (Angela Liewen): Angela shared that 1) the Classified Senate elections will be held the end of April – they are electing a President, Secretary and six senators, 2) last Tuesday, Sergeant Medero led a program for classified staff on safety, 3) at the last Classified Senate meeting, it was approved that they would provide flowers to the graduating class and will also provide a gift basket for the scholarship banquet.

c) Associated Students Governance (Roberto Rosas): Roberto shared that 1) candidates for the ASG scholarships had been finalized, 2) ASG will send the VP and Secretary to speak at the Social Behavior Science Building groundbreaking next week, 3) current ASG Senator projects include the awareness projects and participation in the take your daughter/son to work day event, 4) funding requests to ASG – departments were notified, 5) ASG students will meet with Trustee

Rhinerson when he is at SD Mesa College this week for a campus tour, 6) ASG is hosting Debra Picou at their April 10<sup>th</sup> meeting for presentation on parking fees, Mira Costa event on April 12<sup>th</sup> will have three students from Mesa College attending. Pam thanked Roberto for his attendance at the ASACC in Washington DC recently and remarked that he met in person with legislators including Scott Peters.

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

## **8) OTHER**

Calendar:

Faculty Tenure / Promotion / Retirement, April 5, 2013, 5 p.m., H 117-118

Scholarship Gala, Friday, April 26, 2013, Double Tree Mission Valley

Classified Service Awards, May 16, 11a – 1:30 p.m., H 117-118-119

Commencement, Saturday, May 18, 2013, USD Jenny Craig Pavilion

Classified Development Conference, June 19-20, 2013

## **9) ANNOUNCEMENTS**

a. Canyon Day, Saturday, April 6, arrive by 8:45 a.m. – park in lot 1 (walk to Marlesta/Genesee)

b. Teaching and Learning Monies: Pam announced that she would be sending an email soon to Deans/Chairs to notify them of the disbursement from her discretionary fund to their departments.

## **10) ROUNDTABLE**

The next meeting of the President's Cabinet will be held on Tuesday, April 16, 2013, 2 – 3:30 p.m. in A-104