

March 6, 2012

SAN DIEGO MESA COLLEGE

PRESIDENT'S CABINET

Agenda

March 6, 2012, 2 – 3:30, A104

1) GENERAL ITEMS (Pamela Luster, President)

a) Welcome – Pam Luster welcomed Larry Maxey to President's Cabinet. (Absent members: Rob Fender, John Crocitti.)

b) Consent Agenda Approval:

*Fashion Week, March 6-8, 2012, 9 a.m. – 2 p.m., Quad Space 2 & 3

(Margie Fritch)

*Languages Conference, March 23, 2012, 8:30 a.m. – 2 p.m., G-101 / Faculty Dining (Jonathan Fohrman)

Motion to approve events listed in the above consent agenda: Motion: Madeleine Hinkes; Second: Cherie Deogracias. The motion was approved unanimously.

c) District-Wide Updates (Luster): Pam shared that no Chancellor's Cabinet was held this morning and there are no new updates on the budget. Prop S/N bonds are being sold today (approved to be sold at the last BOT meeting.) Prop S/N projects: A meeting will be held to discuss the Language Center and Instruction Arts program and updates will be provided to President's Cabinet.

d) PCab Retreat Follow-Up (Luster): Pam stated that amendments to the college-wide goals and other discussions held at the President's Cabinet retreat last Friday will be developed into next steps as Pam meets with the campus-based researcher, Bri Hays. Bri is also developing a survey on the PCab retreat which will be sent to selected staff/faculty to get their feedback.

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

a) Classified Staff Hiring Priority / Rubric (Handouts)

b) Rubrics (Equipment / Supplies Resource Allocation Priority - Handout)

After discussion on the Classified Staff Hiring Priority form and the three rubrics, a motion was made for cabinet approval of these documents. Motion: Laurie Mackenzie; Second: Michael McLaren. Approved unanimously. These documents will now be forwarded to President Luster for her approval and then returned to the Program Review Committee.

c) Status Report of Allocation Process: Tim shared that the Deans and Chairs are working on this process which will be ready for the PIE Committee next week.

3) INSTRUCTION (Tim McGrath, VPI)

a) Enrollment Management Report: Tim stated that last week's report is the final report for this semester.

b) Accreditation Letter (Reporting for SLO Proficiency- Handout): Tim shared on screen the letter from Barbara Beno on SLO proficiency (this letter was forwarded by Tim on March 5, 2012 to the Mesa College DL.) San Diego Mesa College will need to file a report in fall 2012 on our SLO progress with documentation as well as a statement on if we met the proficiency level.

4) STUDENT SERVICES (Dave Evans, Interim VPSS)

a) Commencement and Scholarship Update (Ashanti Hands): Ashanti deferred to Larry Maxey who stated that correspondence on Commencement has begun, including the regalia order form for faculty and staff (deadline is March 14, 2012, 4 p.m. and are ordered through Barry Coleman in the stockroom, K-202.) The scholarships had 828 applicants this year which is an increase from previous years. The DL to notify students to apply as well as the online registration are two improvements that are believed to have raised the number of student applicants for scholarships this year. Ashanti Hands reminded everyone that the African American / Latino Male Leadership Summit is this Friday in G-101. 200 students and mentors/facilitators will participate in this year's event. The open forum from 10:30 – 11:45 a.m. will feature Dr. Steven Jones.

b) Acting Dean of Student Affairs: Larry Maxey – The group welcomed Larry to his first official President's Cabinet meeting.

c) Two San Diego Mesa College students, Abdirisak Hussein and Tammy Schweinegruber, will be honored at the Phi Theta Kappa All- American Awards Luncheon in Sacramento on March 7, 2012.

5) ADMINISTRATIVE SERVICES (Ron Perez, VPA)

a) Ron shared the following updates: 1) the District budget meeting will be held April 11, 2012, 2) the Math/Science Building Topping Out ceremony is March 16, 10 a.m. at the construction site, 3) A-Frames will be purchase for campus-wide use and will be numbered with IDs and stored in the stockroom to be checked out for events.

b) Year-End 2011-12 Fiscal Year Closing (Handout): The dates for the Mesa College year-end Business Services closing deadlines were emailed to Mesa College managers and supervisors on March 5, 2012 and reviewed on screen during this meeting. Ron encouraged everyone to contact his office to report expenditures that will occur after these deadline dates so that his staff is notified. Mileage reimbursements must be submitted at least on a quarterly basis and in the fiscal year they occur. A 4-year spending history report will be sent to all Deans.

b) Change in Flex Parking: After reviewing the parking on Mesa College Circle this semester it was determined to change the flex time on the flex parking between the tennis courts and C building to begin at 4 p.m. (formerly 6 p.m.) This change will provide evening students with much-needed additional parking.

6) PARTICIPATORY GOVERNANCE REPORTS

a) Academic Senate (Madeleine Hinkes): Madeleine stated that the Executive Officers met and are working on resolutions as well as position papers on class caps and reassign time. She also noted that the ACCJC workshop is this Friday at SD Mesa College and several faculty will attend. The Academic Senate SLO Assessment meeting for Area D will be held March 16 at Miramar College. A pre-meeting to the plenary will be held on March 31 for Area D to review resolutions to be presented at the Spring plenary to be held in April. Bri Hays will attend Monday's Academic Senate meeting.

b) Classified Senate (Angela Liewen) No report.

c) Associated Students Governance (Cherie Deogracias): Cherie provided the following updates:

1) She and fellow student Michael Roth attended the Friday President's Cabinet retreat, 2) last weekend, Cherie represented the student senate at the California State Senate session in Sacramento – one of the topics were SB 1052 and 1053 proposed by Senator Darrell Steinberg on textbook affordability. Marty Block also presented his proposal on a “middle class” scholarship which would lower tuition to two-thirds of the present cost, 3) The “March in March” held on March 5, 2012 was attended by 10-15,000 students at the state capital where a rally was held in support of higher education funding. Some students had lobby visits with legislators. SD Mesa College had about 10 students who met with the Department of Finance staff.

7) FUTURE PRESIDENT'S CABINET TOPICS

- a) Tour of Student Services Building
- b) Emergency Plan (Tim McGrath / Charlotta Robertson)
- c) Cherie Deogracias – Pictures from “March in March”
- d) Lessons Learned: Pam Luster / Bill Craft on their accreditation team service.

8) OTHER

9) ANNOUNCEMENTS

10) ROUNDTABLE

Spring 2012 Meetings of the President's Cabinet:

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)