

**SAN DIEGO MESA COLLEGE
PRESIDENT'S CABINET
Agenda & Meeting Notes
March 5, 2013, 2 – 3:30, A104**

1) GENERAL ITEMS (Pamela Luster, President)

a) **Welcome** – President Luster welcomed new Vice President of Student Services Julianna Barnes to her first President's Cabinet meeting.

b) **Major Events-Consent Agenda:** (sent for review, Friday, March 1)

*Transfer Recognition Luncheon, May 2, 2013, 12:30-1:30p, Main Quad

*Lumbermen's Student Design Competition, 5/14/2013, 4-9 p.m., Z101-102

Events were described as yearly routine events, Motion to approve: *Motion: Laurie Mackenzie; Second: Andy MacNeill. The motion was approved unanimously.*

c) **District-Wide Updates** (Luster):

- 1) Summer school session will be the same as last year and offering courses for fall athletes, Allied Health, and Math/English basic skills.
- 2) Budget – no new information on the governor's budget in relation to allocations for growth or COLA (cost of living adjustments).

d) **Classified Hiring Prioritization** (Romero) – First Reading: Monica Romero shared that the first hiring priority document for SD Mesa College has been created. The document was shared on screen and Monica noted that everyone on the committee voted on the rankings for every position; the asterisk notes categorical positions. President Luster asked that this information be shared by the members of President's Cabinet with their constituents and then it will be brought back to the March 19, 2013 cabinet meeting for second reading and recommendation to the President.

e) **Participatory Governance Task Force** (Topham)– First Reading: Susan Topham stated a survey was sent to the campus to gather committee information, including background history. She shared that the task force found that there is no overlap of committees' work. Pam stated that this document will be reviewed at the President's Cabinet retreat on March 15, 2013 so that we can have a more comprehensive discussion regarding the report and recommendations.

f) **Active Faculty Hiring Searches** (Luster): President Luster clarified that the Spanish faculty position that is open for hire is the result of a faculty position that did not reach tenure and therefore the position was allowed for rehire. Pam stated that she will bring an updated chart of all approved to fill and active search for all positions at the first President's Cabinet meeting each month.

g) Educational Master Plan (Luster): Pam shared that the plan will now be developed by a team of Mesa staff: Charlie Zappia, Jill Baker, Bri Hayes and herself – along with the assistance from graduate students from SDSU. Pam will send a narrative to explain the process as well as a timeline for completion.

2) COLLEGE-WIDE PLANNING

a) **Program Review**- documents for recommendation: Baker (sent electronically for review on 2-26-13):

Jill shared information on the documents which were being submitted for acceptance by the President's Cabinet. She noted that we had 100% participation, and that the committee had reviewed and updated the process using recommendations that came from the evaluation process in spring 2012. The committee is embarking upon that evaluation again to assess this year's process. Dean Baker will now forward all of the resource requests for supplies and equipment to the Budget and Allocation Recommendation Committee (BARC) for prioritization.

President Luster suggested that since the college had participated widely, she asked if the cabinet would be willing to consider accepting the program reviews for 2012-2013. In order to meet the year-end budget guidelines, BARC would need to begin the process immediately. The cabinet agreed by consensus to move to a vote to accept the program reviews. Motion: Laurie Mackenzie; Second: Monica Romero. The motion was approved unanimously.

3) INSTRUCTION (Tim McGrath, VPI)

a) **Enrollment Report**: Tim shared the following report:

1. Mesa is offering 41 more sections this year compared to spring 2012.

As a district we are offering 232 fewer sections this year compared to last spring.

2. Mesa is down 102.8 FTES from last year. (61 FTES in census classes)

Spring 2012 = 7,331.7

Spring 2013 = 7,228.8

3. Headcount is down 691 students from last year which is a 3% drop.

25,869 = spring 2011

25,271 = spring 2012

24,580 = spring 2013

Note: City headcount = -473/3% drop

Miramamar headcount = -931/8% 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%
62,683/66,703 = spring 2012 = 93.9%
61,690/66,708 = spring 2013 = 92.4%

6. Load Factor

546 = spring 2011
568 = spring 2012
564 = spring 2013

*Based on 557 load factor for 16.5 semester
525 = 17.5 semester

7. Outlook

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

b) **Accreditation Mid-Term Report:** Tim shared that the first recommendations have been reviewed by the Planning and Institutional Effectiveness Committee (PIEC) and the report will have a second review before being submitted to President's Cabinet this Spring. The college will have an opportunity to review it again at the beginning of the fall13 semester before it is submitted to the SDCCD Board of Trustees and then the commission; due October 2013.

c) **Budget and Allocation Recommendation Committee (BARC)** –Tim shared that he was asked to convene the committee, and that now Dan Gutowski is the co-chair along with Lynn Dang. They are currently reviewing the supply and allocation process and will report back to President's Cabinet.

d) **2013 Accreditation Annual Report:** Tim shared an electronic version of the ACCJC Annual Report. He reported that the commission is now asking the college to establish benchmarks for student achievement. President Luster commented that the document will be completed collectively by administrators, faculty and staff to determine what percentage numbers will be posted on this report. The opportunity for that will be at the President's Cabinet retreat on March 15, 2013. The deadline is March 31, 2013.

4) STUDENT SERVICES (Julianna Barnes, VPSS)

a) **Commencement Update (Hands):** Ashanti Hands and Monica Romero presented a PowerPoint presentation on Commencement and the information is being shared via email, flyers and online to our faculty, staff and students. A poster packet kit was distributed to all Deans. March 20 is the deadline for faculty to RSVP for Commencement and reserve their regalia.

5) ADMINISTRATIVE SERVICES (Daniel Gutowski, Interim VPA)

a) **Service Agreements** for Instructional Equipment: Dan asked that he be notified if any equipment is broken – this is current equipment under a service agreement only.

6) PARTICIPATORY GOVERNANCE REPORTS

- a) **Academic Senate** (Madeleine Hinkes): Madeleine shared an issue they are discussing is the Associate Transfers and the need to vote to get the process going. Region 10 has resolutions for transfer students.
- b) **Classified Senate** (Angela Liewen) Monica for Angela – The Mesa College Classified Senate will be hosting 12 Statewide California Community Classified Senate (4CS) board members here on March 8, 2013.
- c) **Associated Students Governance** (Roberto Rosas): Roberto shared, ASG
- 1) have new students and there is a senator training and orientation being held,
 - 2) had a table at the financial aid fair,
 - 3) participated in the “March in March” in Sacramento,
 - 4) will participate in ASACC conference in Washington, DC which will have advocacy workshops and meetings with legislative staff.

7) FUTURE PRESIDENT’S CABINET TOPICS

- a) President’s Cabinet Report Template: Pam shared that a template will be created for those submitting reports to President’s Cabinet.
- b) Diversity Committee Response to Culture Climate Survey: Pam shared this document was taken off the agenda for revision and will be submitted at a future President’s Cabinet meeting.

8) OTHER

- a) No additional reports.

9) ANNOUNCEMENTS

- a) **President’s Cabinet Retreat, Friday, March 15, 2013, 9a – 4p, CE/Mesa, 118/120**

10) ROUNDTABLE

The next meeting of the President’s Cabinet will be held on Tuesday, March 19, 2013, 2 – 3:30 p.m. in A-104.