

SAN DIEGO MESA COLLEGE PRESIDENT'S CABINET

Agenda and Meeting Notes

May 7, 2013, 2 – 3:30, A104

1) GENERAL ITEMS

a) Welcome

b) Consent Agenda Approval: (Submitted for Review on 4-26-13):

*Awareness of Self Performance, May 14 / 16, 2013, 4/7 p.m., Appoliad Theatre

Added to agenda 5-6-13:

*Cash in Community College, June 1, 2013, 9a-1p, Student Services Plaza

Motion to approve the above events - *Motion: Madeleine Hinkes; Second: Dan Gutowski. The motion was approved unanimously.*

c) District-Wide Updates (Luster): Pam shared that the May revise budget will be reported on May 14, 2013.

d) President's Cabinet Retreat Minutes (Luster): Pam stated that the President Cabinet Retreat Minutes distributed will be revised and shortened to list only major components and action items and will be reposted on the President's webpage. All in attendance were asked to share their questions and revision suggestions to Pam by this Friday, May 10, 2013.

e) Participatory Governance Task Force - Recommendations (Topham) Susan presented the proposed Participatory Governance definition and template form for new committees on screen. The form includes reporting and goals, terms of membership and to which authority the proposed committee/sub-committee would report. This form will be used for current committees to complete to have their information updated on the SD Mesa College Committee webpage. Pam thanked the Task Force and asked that their work be accepted and that the group can now disband. Next steps in this process is for each participatory governance group to review the Task Force's recommendations, including holding a dialogue during August flex days, and return to President's Cabinet in the Fall for final review and forwarding the results to President Luster for approval. The work of the Participatory Governance Task Force was acceptance by group consensus. **(President Approved-May 10, 2013)**

f) Parking Fee Increase Proposal (Luster) Pam shared the report given by Debra Picou at the May 1, 2013 District Governance Council meeting. Roberto Rosas was asked for comment from the student perspective and he reported that Miramar ASG had voted against the proposal, City College ASG voted against, and Mesa ASG will vote tomorrow. Roberto mentioned that the students were considering voting for the increase with the stipulation that the services provided with the fees need to be advertised better to the students. He also stated that some students have ideas – such as increasing flex staff parking which is available to students in the evening, to charge faculty for parking, and to have different price ranges for parking zones. Madeleine from Academic Senate and Angela from Classified Senate reported that they held discussions on the issue. **(this issue was subsequently removed from consideration at the May 9 Board of Trustees Meeting)**

2) COLLEGE-WIDE PLANNING

a) Integrated Planning Process Evaluation (Baker) Jill stated that integrated planning underwent significant revisions during the 2012-13 academic year. An evaluation of integrated planning was held in March 2013 using two different surveys including a

survey from the Deans, Chairs, Managers and Supervisors. Jill reviewed on screen the two-page Executive Summary which lists the eleven feedback items from the surveys.

b) Program Review Committee Recommendations for Summer Work 2013 (Baker)

Jill shared the Program Review Committee's recommendations for summer work 2013 on screen which lists the nine recommendations to be worked on this summer that the group is submitting to President's Cabinet for direction and final approval from President Luster. A motion was made to accept the Program Reviews Recommendations, Motion: Andy MacNeill; Second: Laurie Mackenzie. The motion was approved unanimously. **(President Approved May 10, 2013)**

c) BARC – Draft Technology Replacement Plan (Gutowski) Dan had previously shared the Technology Replacement Plan at President's Cabinet and the group accepted the recommendations and President Luster had approved the IT Strategic Plan. Dan showed on screen the individual departments list of equipment that is now out of warranty – 833 computers are out of warranty (4+ years.) The FF&E for the new buildings will bring this number down in the future tallies, but 622 will still be out of warranty. He proposed a 50/50 plan with the District Office using a 6 year replacement plan at a cost of \$216,483. This is a proposal that will be included in the Mid-term report as a proposal only and Pam added that this replacement plan has not be approved by the District Office at this time. Pam added that this draft recommendation be shared with participatory groups and that we should also consider what technology will look like in 2018 – which is the year this inventory of computer warranties is based. Tim added that this is a proposal to consider this process to implement the IT plan which was approved. Terry Kohlenberg asked that this information be shared with faculty and explain the process. A motion to accept the technology replacement plan draft was made, Motion: Laurie Mackenzie; Second: Susan Topham. The motion was approved unanimously. **(President Approved-May 10, 2013)**

d) Mid-Term Report First Reading (Fohrman) Jonathan stated he and Chris Sullivan met with ASG and held forums for staff and faculty on campus. He now asked that the feedback from campus be closed so that the Mid-Term report could be revised and to collect additional evidence. A motion to accept the first reading of the Mid-Term report was made, Motion: Angela Liewen; Second: Dan Gutowski. The motion was approved unanimously. Pam encouraged all to read through the report and offer any evidence in support of the report to Jonathan and Chris.

3) INSTRUCTION (Tim McGrath, VPI)

a) TAACCCT Grant Review (Fritch) Margie presented on screen a logic model which included the need, priorities, partnerships and next steps needed for the TAACCCT grant. The grant application is due July 3 – District Office is providing the grant writer; SD Mesa College will be participating in this grant as a consortium member. A motion to accept the work of this grant to benefit Health IT was made, Motion: Angela Liewen; Second: Susan Topham. The motion was approved unanimously. **(President Approved-May 10, 2013)**

4) STUDENT SERVICES (Julianna Barnes, VPSS)

a) Summer Recruitment & Registration (Topham) Susan distributed a flyer on English and Math classes available this summer.

b) Commencement (Hands) Ashanti shared that 322 students have registered to participate in Commencement. A walk-through is scheduled for next Wednesday, 10 a.m. This year Commencement can be followed on Twitter.

5) ADMINISTRATIVE SERVICES (Daniel Gutowski, Interim VPA)

No additional reports.

6) PARTICIPATORY GOVERNANCE REPORTS

a) Academic Senate (Madeleine Hinkes) Resolution 13.3.1 (sent for electronic first reading on 4-26-13) Madeleine summarized the resolution stating faculty are asking to be brought into conversations and given enough time to discuss issues. She stated the last Academic Senate meeting for this semester was held yesterday.

b) Classified Senate (Angela Liewen) Resolution 13.3.1 – Angela shared that the resolution was asking that classified staff be included in decision-making processes.

c) Associated Students Governance (Roberto Rosas) Roberto shared events that ASG had participated, including the General Assembly Conference in Burlingame, CA – Sarah Farmer received an outstanding service and leadership award at this conference. ASG also participated in the campus tour visit and met with Congressman Scott Peters as well as the Outreach “College Connection” event and met with Madison High and MET students.

7) FUTURE PRESIDENT’S CABINET TOPICS

8) OTHER

a) Calendar:

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

Commencement, Saturday, May 18, 2013, 4 p.m., USD Jenny Craig Pavilion

Classified Development Conference, June 19-20, 2013

SDMC Proposed BOT Campus Meeting, October 10, 2013, 4 p.m., Room TBD

SD Mesa College Homecoming, October 19, 2013

9) ANNOUNCEMENTS

a) Tuesday, May 21, 2013, 2 – 3:30 p.m., A-104, President’s Cabinet End-of-the-Year Celebration for vacating members.

10) ROUNDTABLE